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ABSTRACT

This catalog of curriculum and instructional materials for business education contains materials obtained from two sources: (1) selected materials from the Educational Resources Information Center (ERIC) and (2) original materials written by classroom teachers. Following an introductory section that explains how to use the catalog, the first of two major sections contains original materials organized into eleven areas: common core, office core, general office clerk, clerk typist, stenographer, accounting clerk, additional occupations, distributive core, distributive occupations, and speciality areas in business education, and general topics. Each document is abstracted and categorized by nine descriptors: teacher resource materials, bibliography, student learning activity package, measurable objectives, pretest and key, posttest and key, text required, audiovisual required, and equipment required. The second part of the document contains an annotated list of selected ERIC material organized into four areas: distributive occupations, office occupations, basic business, and miscellaneous vocations. Appended material includes Business Education Data Dissemination System submittal forms and order forms, and a list of the locations of ERIC microfiche collections. (LRA)

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ED186728

Business Education Data Dissemination System

Catalog Three

Compiled by the
BUREAU OF BUSINESS EDUCATION
Vocational Education Unit

CE 025 348

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CALIFORNIA STATE DEPARTMENT OF EDUCATION ■ Wilson Riles—Superintendent of Public Instruction ■ Sacramento, 1975

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1977

INTRODUCTION

Recent innovations in California distributive, office, and personal business education programs have created a demand for appropriate instructional materials. Business educators have been making an increasing number of requests for information regarding these respective program areas. In an attempt to accommodate these requests, the Bureau of Business Education has created the Business Education Data Dissemination System (BEDDS).

Through a system which maximizes speed in retrieval and dissemination, BEDDS is designed to make available to business educators a wide array of curriculum and instructional materials. These materials are obtained from two sources: (1) selected materials from the Educational Research Information Center (ERIC); and (2) original materials written by classroom teachers. Bureau staff solicits teacher-developed materials that are considered appropriate for dissemination. A Review Team of teachers appointed by the Bureau then evaluates and codes these materials for inclusion in the system.

Hard copy or microfiche may be obtained as explained in the catalog. Using the "BEDDS ORDER FORM" (BEDDS-2) found on page 149 of this catalog, submit your request for materials to:

Vocational Education Resource
Information Center (VERIC)
Vocational Education Unit
State Department of Education
721 Capitol Mall
Sacramento, CA 95814

Business educators may wish to share their own materials with others by submitting them to BEDDS.* This may be done by completing a "BEDDS SUBMITTAL FORM" (BEDDS-1) and submitting the completed form (See Appendix, page 143, for sample) and document to VERIC or Bureau staff. If considered appropriate by the BEDDS Review Team, materials will then be made available for dissemination. Materials submitted for inclusion should be of reproducible copy--black on white, either mimeo or typewritten. Avoid Xerox, photocopy, and spirit duplicating. Dittoed copy does not reproduce.

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401. Spelling 61
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500 STENOGRAPHER

501. Spelling (No documents available)
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HOW TO USE THIS CATALOG

The list of educational materials in this catalog is organized according to competencies identified in the California Business Education Program Guide for Office and Distributive Occupations. A copy of the Guide is available through your department chairman or Regional Supervisor. These listed competencies are necessary components of vocational office and distributive education programs (See page 3 for listing of competency modules). In addition to materials appropriate for the Guide, materials for specialty areas in business education are also included.

Ordering Individual Titles

Ten hard copy titles or 10 microfiche titles, or a combination of 10 hard copy and microfiche titles, may be ordered free of charge by completing the attached BEDDS Order Form. Business education departments are asked to submit no more than one order per day. To prevent duplication of orders within a school, please obtain the signature of the Business Education Department Chairman when submitting orders. Mail all orders to the Vocational Education Resource Information Center (VERIC), Vocational Education Unit, State Department of Education, 721 Capitol Mall, Sacramento, CA 95814.

Use of Code Numbers

1. In the "Original Materials" section of the catalog, each document is identified with a respective ID number. Be sure to enter the correct ID number on the BEDDS ORDER FORM (BEDDS-2) when requesting original materials.

2. In the "Selected ERIC Materials" section of the catalog, each document is identified with a respective ED number. Be sure to enter the correct ED number on the BEDDS ORDER FORM (BEDDS-2) when requesting ERIC materials.

Review of ERIC Materials

ERIC microfiche may be reviewed at one of the ERIC centers listed at the back of this catalog. Each regional supervisor has a complete set of the ERIC materials identified in the ERIC section of this catalog.

Use of Descriptors

To give an indication of the content of the documents in the "Original Materials Section," each title has been briefly abstracted and categorized by the use of "descriptors." The following list of descriptors and sample abstract will be helpful in determining the components of each document:

A - Teacher Resource Materials

B - Bibliography

C - Student Learning Activity Package

D - Measurable Objectives

Use of Descriptors (continued)

E - Pretest and Key

F - Posttest(s) and Key(s)

G - Text Required

H - AV Required

I - Equipment Required

SAMPLE ABSTRACT

Competency number and classification

Competency Module Area

600 - Accounting Clerk

601 - Service Accounting:

Title of document

TRACKING DOWN TRIAL BALANCE. Grossmont Union High School District, Mt. Miguel High School, Spring Valley; Martha Morris, 1972. 24 pages.

This unit is to be used in a beginning bookkeeping class with high school students. The unit is designed to assist the student in finding his own errors when his trial balance totals are not even. Answers for post test found on page 127 of Century 21 Accounting. For use after studying Chapter 8 of Century 21 Accounting by Boynton, Swanson, and Forkner, South-Western Publishing Company, 1972. Makes use of transparencies and projector. Order ID 003 239.

ID Order Number

DESCRIPTORS

Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
A	B	C	D	E	F	G	H	I
		X		X	X	X	X	

Identification of Descripton

CHART OF CBEPG COMPETENCY MODULES

100. COMMON CORE
- 101. Adding Machine
- 102. Data Processing
- 103. Grooming
- 104. Handwriting
- 105. Instructions
- 106. Job Application
- 107. Making Change
- 108. Math Computations
- 109. Oral Communication
- 110. References, Manuals, Directories, Catalogs
- 111. Simple Business Records
- 112. Sorting, Checking, Verifying
- 113. Spelling
- 114. Telephone
- 115. Working with People
- 116. Written Communication

200. OFFICE CORE
- 201. Duplicating
- 202. Filing and Retrieving
- 203. Mail (Incoming and Outgoing)
- 204. Petty Cash
- 205. Spelling
- 206. Typing
- 207. Working with People
- 208. Written Communication

300. GENERAL OFFICE CLERK
- 301. Adding Machine
- 302. Filing and Retrieving
- 303. Mail (Incoming and Outgoing)
- 304. References, Manuals, Directories, Catalogs
- 305. Simple Business Records
- 306. Telephone

400. CLERK-TYPIST
- 401. Spelling
- 402. Typing
- 403. Written Communication

500. STENOGRAPHER
- 501. Spelling
- 502. Typing and Transcribing
- 503. Written Communication

600. ACCOUNTING CLERK
- 601. Service Accounting
- 602. Cash Accounting
- 603. Payroll Accounting
- 604. Merchandise Accounting
- 605. Automated Accounting
- 606. Government Accounting
- 607. Machine Calculating

700. ADDITIONAL OCCUPATIONS

800. DISTRIBUTIVE CORE

Orientation
- 801. Careers in Marketing
- 802. Marketing in Our Economy

Competencies
- 803. Basic Sales Techniques
- 804. Cashiering (Cash Register and Sales Records)
- 805. Communication
- 806. Customer Services
- 807. Employer-Employee-Customer Relations
- 808. Sales Promotion
- 809. Stockkeeping and Inventory Control

Specialties
- 810. Advertising
- 811. Creative Selling
- 812. Display

900. DISTRIBUTIVE OCCUPATIONS
- 901. Cashier-Checker-Bagger
- 902. Salesperson, General
- 903. Service Station Attendant
- 904. Waiter-Waitress

ORIGINAL MATERIALS

DESCRIPTORS

100 Common Core

101 - Adding Machine:

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X					

10-KEY ADDING MACHINE LAP. San Mateo County Schools, Regional Training Program, Redwood City; Charles A. Priest, 1972. 6 pages.

The purpose of the LAP is to provide the students in the office occupations class a guide to learning a 10-key adding machine. This LAP is written for use with a Monroe Adder/Lista and commercially produces materials. No tests or answer sheets. Order ID 003 121.13.

OPERATING THE MANUAL 10-KEY ADDING MACHINE. North Salinas High School, Salinas; R. E. Rende, 1971. 20 pages.

A	B	C	D	E	F	G	H	I
		X						X

A student learning activity package designed to help students learn how to use the 10-key adding machine. General and measurable objectives are stated. Post-test and use of multimedia are included. No key included. Order ID 003 242.1.

ADDING MACHINE LEARNING SYSTEM. Gilbert High School, Anaheim; E. Dicus. 8 pages.

A	B	C	D	E	F	G	H	I
		X				X		X

A student learning package on the use of the 10-key adding machine. This package is developed for use with Ten-Key Adding-Listing Machine, Agnew and Pasewark, by South-Western Publishing Company. Order ID 003 242.9.

MONROE 10-KEY ADDING MACHINE. J. A. McCoy, 1972. 19 pages.

A	B	C	D	E	F	G	H	I
		X	X	X	X			X

A student learning activity package prepared for use in a one-semester course at the junior high school level. Student will learn correct posture and machine position, the parts of the machine and how to add and subtract problems. General and measurable objectives stated. Pretest, posttest, and answers are included. Order ID 003 242.10.

DECIMALS ON THE 10-KEY ADDING-LISTING MACHINE. Dominguez High School, Compton; Daisy W. Green, 1972. 13 pages.

A	B	C	D	E	F	G	H	I
	X	X	X	X	X			X

A student learning activity package devoted to the addition process with whole numbers and decimals. General and measurable objectives are stated. Pretest, posttest, answers, and suggestions to teacher are included. Order ID 003 242.12.

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
	X	X	X	X	X		X	

MULTIPLICATION USING THE TEN-KEY ADDING MACHINE. Norwalk-La Mirada Adult School, Norwalk; Marie Terando. 18 pages.

A student learning activity package on multiplication on the ten-key adding machine, including the short-cut method. Measurable objectives are stated. Included are use of multimedia, pretest, and posttest with answers. Teacher instructions and bibliography provided. Order ID 003 242.19.

TEN-KEY ADDING MACHINE. Santa Cruz High School; U. E. Laurence, 1971. 39 pages.

A student learning activity package on the operation of the ten-key adding machine by the touch method, including addition, subtraction, multiplication, and division. Measurable objectives are stated. Pretest and posttest with answers are included. Order ID 003 242.26.

A	B	C	D	E	F	G	H	I
		X	X	X	X			X

TEN-KEY ADDING MACHINE. San Diego Unified School District, Midway High School/Patrick Henry High School, San Diego; Cipri Powell and Susan Reese, 1973. 51 pages.

A self-contained learning activity package on the operation of the Ten-Key Adding Machine. Suggested time for the seven jobs in the package is two weeks. A pretest, two posttests, solutions, and visual illustrations are included. Order ID 003 256.47.

A	B	C	D	E	F	G	H	I
		X		X	X			X

ADDING MACHINE. Norwalk-La Mirada Unified, Norwalk High School, Norwalk. 23 pages.

A student LAP on operating the 10-key adding machine. Parts and functions of a Monroe adding machine are diagrammed in the LAP. Exercises, including answers, and a student answer sheet form are also included. Keys to pretests and posttest are not included. Order ID 003 256.61.

A	B	C	D	E	F	G	H	I
		X	X	X	X			X

DESCRIPTORS

101 - Adding Machine (continued)

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X		X	X	X	X

THE TEN-KEY ADDING MACHINE. Chaffey Union High School, Ontario; Mary Ellen Montgomery and Mary Sauter, 1973. 42 pages.

A self-contained student LAP on operating the ten-key adding machine. HOW TO OPERATE A TEN-KEY ADDING MACHINE tape and instruction booklet from Mt. San Jacinto are required to complete the LAP activities. Keys to post-tests are not included. Order ID 003 256.71.

ADDING MACHINE - 10-KEY. Tamalpais High School, Mill Valley; 1973. 47 pages.

A student learning activity package on the operation of the 10-key adding machine. The student will learn mathematical computations by using the touch method. A sample of the Monroe Rhythmatic Touch Exercise booklet is included. Order ID 003 270.7.

A	B	C	D	E	F	G	H	I
		X				X		X

TEN-KEY LAP--101 COMPETENCY. ABC Unified School District, Cerritos High School, Cerritos; Mary K. Boston, 1975. 17 pages.

This LAP is designed to guide the student through the Common Core Competency for the ten-key adding machine. A practice test is included at the end of the LAP to give the student an opportunity to identify and review problem areas before taking test to verify competencies. The LAP is designed to enable the student to work at his own pace with little instructor help needed. Keys to test not included. Order ID 003 278.

A	B	C	D	E	F	G	H	I
		X	X					

CLERK TYPIST - BUSINESS MACHINES. Los Angeles City Unified School District. 7 pages.

A student study guide correlated with Modern Clerical Practice, 3rd edition, by Friedman and Grossman. Order ID 003 278.10.

A	B	C	D	E	F	G	H	I
		X	X			X		

102 - Data Processing:

ARTICULATION STUDY - DATA PROCESSING. Santa Barbara County; Articulation Study Committee Data Processing, 1968. 19 pages.

Includes a survey of job opportunities in 1967-1970, with grade level requirements, recommended curriculum for high school and junior college, and suggested course outlines. Order ID 003 103.

A	B	C	D	E	F	G	H	I
X								

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

DATA PROCESSING AND THE CLERICAL TYPIST. Oakland Unified School District; 1971. 25 pages.

This material contains material which could be used to introduce to students the clerical tasks which are related to a data processing operation. Included is simulation work on key punch operation. Order ID 003 123.5.

READING A PUNCHED CARD. Susan Blei, 1972. 17 pages.

A learning activity package introducing the Hollerith Code through the use of actual punched cards. Includes five activity exercises to give experience with both numeric and alpha data. Pre- and posttests with answers are included. Order ID 003 240.2.

A	B	C	D	E	F	G	H	I
		X			X			

TIME HANDLING. Homestead High School, Sunnyvale; Donald R. Koch. 16 pages.

An arithmetic exercise and data processing project involving basketball game time calculations to be prepared for computer input. Includes instructions and prepared forms. Order ID 003 240.4.

A	B	C	D	E	F	G	H	I
X		X						

INTRODUCTION TO DATA PROCESSING. San Francisco Unified School District, Woodrow Wilson High School, San Francisco; Lawrence D. Chan. 22 pages.

A very elementary learning unit designed for disadvantaged students. Uses commonplace demonstration materials to permit students to "discover" basic concepts of data processing. Order ID 003 240.5.

A	B	C	D	E	F	G	H	I
		X						

INTRODUCTION TO DATA PROCESSING. Lowell High School; Daniel Sullivan, 1971. 16 pages.

A learning activity package including rationale, objectives, pre- and posttests, and planned assignments. Posttest key not included. Order ID 003 255.5.

A	B	C	D	E	F	G	H	I
		X	X	X	X	X		

DATA PROCESSING (COMPUTER EDUCATION STUDIES). Ravenswood High School, East Palo Alto; Leroy Finkel, 1971. 18 pages.

A learning activity package providing fundamental terminology and concepts of data processing. Designed to accompany specific text material. Includes objectives, learning activities, a self-evaluation test, and answers. Slide/tape recommended. Script not included. Order ID 003 255.15.

A	B	C	D	E	F	G	H	I
		X	X					

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X			X		X	

DATA PROCESSING. Norwalk-La Mirada Unified School District, Norwalk High School, Norwalk. 34 pages.

A learning activity package providing background in the basics of manual and automated data processing. Contains information on methods of computer input, and problem assignments. Pretests, working papers, and posttest included. Tape posttest script not included. Keys not included. Order ID 003 255.18.

DATA PROCESSING THEORY. Visalia Unified School District, Visalia. 11 pages.

A student guide to accompany the text, Fundamentals of Data Processing by Wanous, Wanous, Wagner, South-Western Publishing Company, 1971. Includes orientation, performance objectives, and scheduled assignments. Final examination provided, along with key. Order ID 003 266.1.

A	B	C	D	E	F	G	H	I
	X		X		X	X		

BLOCK DIAGRAM. Sequoia Union High School, Redwood City; C. A. Caruana. 16 pages.

This unit explains the need for diagramming. Describes and illustrates various typical symbols. Provides step-by-step instructions for carrying out three student activities. No tests or keys are provided. Order ID 003 266.3.

A	B	C	D	E	F	G	H	I
	X	X	X					

DATA PROCESSING. Chaffey Union High School, Ontario; 1973. 8 pages.

A learning activity package to accompany the workbook, You Are a Data Processor, published by South-Western Publishing Company. Includes performance objectives, instructions, and posttest. Key to posttest not included. Order ID 003 266.6.

A	B	C	D	E	F	G	H	I
		X	X			X		

DATA PROCESSING. Tamalpais High School, Mill Valley; Susan Dell Pehl. 42 pages.

A learning activity package for basic business. For use in conjunction with specific text material. Includes performance objectives, activity assignments, and working papers. Pre- and posttests are included. Keys are not included. Order ID 003 266.7.

A	B	C	D	E	F	G	H	I
X	X	X	X			X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

102 - Data Processing (continued)

COMMON CORE--DATA PROCESSING. Ygnacio Valley High School, Concord; Jeffrey Frates. 14 pages.

A learning activity package including a pretest (no answer key), introduction and instructions, and an activity guide. Intended for use with prepared tapes, head phones, and accompanying working papers. Order ID 003 278.7.

A	B	C	D	E	F	G	H	I
		X					X	

DATA PROCESSING--A JOB PREPARATION ACTIVITY. Santa Clara Unified School District, Buchser High School, Santa Clara; 1974. 15 pages.

A student learning package based on two reference textbooks covering data processing terminology and various input and output media. Measurable objectives stated. Includes pretest, but no key included. Order ID 003 278.11.

A	B	C	D	E	F	G	H	I
						X		

103 - Grooming:

BUSINESS GROOMING FOR EVERYONE. Eisenhower High School, Rialto; Marie Smallwood. 24 pages.

This learning activity package on Business Grooming is designed for student use. It includes instructional objectives, information on good grooming, posture transparencies, self-assessment questionnaires, and a list of reference materials. Order ID 003 249.8.

A	B	C	D	E	F	G	H	I
	X	X		X				

WHAT WILL WE WEAR? Greater Lowell Regional High School; 1971. 15 pages.

This learning activity package covers general information about fashion with suggested student activities. Keys not included. Order ID 003 254.17.

A	B	C	D	E	F	G	H	I
		X	X		X	X	X	

PERSONAL GROOMING. Sierra High School, Whittier; Barbara Nix. 10 pages.

A lesson plan including objectives, listed instructional materials, audiovisual aids, and suggested activities. Order ID 003 264.2.

A	B	C	D	E	F	G	H	I
X	X							

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X						

GROOMING. Norwalk-La Mirada Unified School District, Norwalk High School, Norwalk. 55 pages.

A LAP designed to explain the "why" of good grooming, and to show ways of improving personal attractiveness. Includes self-rating and assignment sheets, and a personal development test. Order ID 003 265.70.

GROOMING TIPS FOR A SECRETARY. North American Aviation, Inc., Los Angeles. 9 pages.

A	B	C	D	E	F	G	H	I
X								

Grooming suggestions discussing office style dress, planning a wardrobe, clothing selection, and posture. Order ID 003 269.2.

GROOMING FOR GALS. Huntington Beach Union High School District, Fountain Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 20 pages.

A	B	C	D	E	F	G	H	I
		X						

The purpose of this package is to prepare a girl to be able to describe an appropriate appearance suitable for employment in a retail situation. Material can be used for office situations as well. No tests are included. Order ID 003 278.12.

GROOMING. Buchser High School, Santa Clara. 50 pages.

A	B	C	D	E	F	G	H	I
				X				

A learning activity package containing fifteen activities to guide the student towards meeting on-the-job grooming standards. Several personal and grooming inventories, as well as a health and complexion plan are included. Pretest, but keys are not included. Order ID 003 278.13.

GROOMING. Ygnacio Valley High School, Concord. 16 pages.

A	B	C	D	E	F	G	H	I
		X	X					

Activities in this package provide standards by which employers judge applicants. A grooming checkup is included. References are made to tapes and information sheets which are not included. Order ID 003 278.14.

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X					

GROOMING FOR GUYS. Huntington Beach Union High School District, Fountain Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 23 pages.

The purpose of this learning activity package is to prepare a boy to be able to describe an appropriate appearance suitable for employment in a retail situation. Material can be used for office situations as well. Included is a section on tying a Windsor Knot for a necktie. Order ID 003 278.15.

GOOD GROOMING. WHO NEEDS IT? WHY? G. H. Getchell. 14 pages.

This student activity packet contains tips and guidelines for good grooming in business situations. A student could read this packet to gain an understanding of what is meant by good grooming and how one would go about acquiring such characteristics as are associated with good grooming. Order ID 003 265.1.

A	B	C	D	E	F	G	H	I
		X	X					

GROOMING. Visalia Unified; 1972. 9 pages.

This instructional unit on grooming is designed primarily for girls. It helps them to assess themselves in the positive and negative factors of grooming and then has them consider and attempt to apply qualities of good grooming. Order ID 003 265.2.

A	B	C	D	E	F	G	H	I
X	X	X						

BOY'S GROOMING. Visalia Unified; 1972. 27 pages.

Reading material on good grooming for boys is provided in this unit. The student who works on this unit would read information about proper clothing (how to select and care for clothing) and personal grooming; then he may take tests on this material to see how well he comprehends what he has read. Order ID 003 265.3.

A	B	C	D	E	F	G	H	I
		X	X					

YOUR POSTURE TALKS. San Mateo Regional Training Program, Daly City; Joyce Hing. 10 pages.

A student could use this learning activity packet for determining his standard of posture. He may also use the packet for developing and measuring his posture when sitting, standing, walking. The packet is skillfully developed with measurable objectives. Order ID 003 265.10.

A	B	C	D	E	F	G	H	I
		X	X			X		X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obl.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X		X	X					

104 - Handwriting:

HANDWRITING IMPROVEMENT. Marchia A. Webb, 1970. 5 pages.

A skill unit outline that includes teacher resource materials, objectives and a bibliography on handwriting improvement. Order ID 003 249.

HANDWRITING PACKAGE. Mary Etta Downing, 1969. 10 pages.

This Handwriting Learning Activity Packet has a suggested pretest and posttest with general and measurable objectives. There are handwriting activities included along with suggested instructional materials. Order ID 003 265.29.

A	B	C	D	E	F	G	H	I
X	X	X						

HANDWRITING. Madison High School; Ann Hake. 18 pages.

This learning activity package has practice penmanship exercises, examples of proper posture, and number writing problems. Order ID 003 265.43.

A	B	C	D	E	F	G	H	I
		X		X	X			

HANDWRITING. Buchser High School, Santa Clara. 25 pages.

A learning activity package that contains detailed instructions on correct writing techniques as well as examples of legible and illegible handwriting. Seven activities aid in determining the student's handwriting competency. Pretest included, but no answer key. Order ID 003 278.8.

A	B	C	D	E	F	G	H	I
		X	X					

HANDWRITING. Los Angeles City Unified School District. 5 pages.

Student study guide correlated with Clerical Record-keeping, 2nd edition, and Modern Clerical Practice, 3rd edition. Includes competency test but no answer key. Student record sheet also provided. Order ID 003 278.16.

A	B	C	D	E	F	G	H	I
		X				X		

105 - Instructions:

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X	X		X		X

READING INSTRUCTIONS. Visalia Unified School District; 1973. 27 pages.

A student learning package to assist the student in improving performance and behavioral skills in proofreading, interpretation, and the carrying out of written instructions. Includes pretest, posttest, and measurable objectives. Order ID 003 256.45.

ACTIVITIES FOR READING INSTRUCTIONS. Ygnacio Valley High School, Concord; 1974. 22 pages.

Several activities are provided for reading and following written instructions so time and money will not be wasted. Varied activities relate to messages, proofreading, typing from rough draft in 20th Century Typewriting, 9th edition. Order ID 003 278.18.

A	B	C	D	E	F	G	H	I
		X				X		

INSTRUCTIONS. Huntington Beach Union High School District, Fountain Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 11 pages.

Students follow specific written instructions to complete three activities on following sequential directions and building a Barnaby Model Paper Airplane. Included is student worksheet for the first two activities. Order ID 003 278.19.

A	B	C	D	E	F	G	H	I
		X	X					

INSTRUCTIONS. Buchser High School, Santa Clara. 31 pages.

A learning activity packet designed to improve the student's ability to understand and follow instructions. Includes performance objectives, learning activities, and performance tests. Covers the carrying out of oral and written instructions or requests from teacher, employer, or customer. Includes a pretest, no key. Order ID 003 278.20.

A	B	C	D	E	F	G	H	I
		X	X	X				X

106 - Job Application:

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

COMPLETING JOB APPLICATION BLANKS. Sandra Neher. 4 pages.

A skill unit outline of objectives, instructional materials, and suggested student activities on completing job applications. Order ID 003 249.2.

HOW TO APPLY FOR A JOB. Eisenhower High School, Rialto; Evelyn Cone, 1971. 16 pages.

This learning activity package on How to Apply for a Job is designed for student use and includes objectives, a pretest, a skill inventory, suggested resource materials, preparation of an application letter and data sheet with examples, and an application form for employment. Keys not included. Order ID 003 249.3.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

SELL YOURSELF - LETTER OF APPLICATION. Hueneme High School, Oxnard; Sandra Iverson, 1972. 17 pages.

A learning activity package with motivational tips, problem assignments, illustrated examples, and sample letter format. Order ID 003 249.5.

A	B	C	D	E	F	G	H	I
		X						

HAPPINESS IS A SUCCESSFULLY COMPLETED APPLICATION. Merle Sheaffer, 1971. 16 pages.

This learning activity package on preparation of application forms is designed for student use. A vocabulary list is included, and the learning activities are correlated with the recommended textbook; information about employment applications and examples are contained in this package. Order ID 003 249.6.

A	B	C	D	E	F	G	H	I
		X	X					

PREPARING FOR THE INTERVIEW. College of Alameda; Catherine Brown. 9 pages.

This packet of learning material could be used by a student who is preparing for interview procedures. It contains a checklist for a student to use in determining his degree of preparedness in various characteristics, a list of informational items which a student should take with him on an interview, and a bibliography of reading material which would help the student prepare for an interview. Order ID 003 249.7.

A	B	C	D	E	F	G	H	I
	X	X					X	X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X		X						

THE PERSONAL DATA SHEET. Source Unknown. 8 pages.

Specific information required for the preparation of a personal data sheet is included. In addition, there is a list of suggested words and phrases to be used. Order ID 003 254.38.

THE JOB INTERVIEW FOR EMPLOYMENT. Visalia Unified School District; 1972. 22 pages.

The purpose of this learning activity package is to provide the student with an understanding of proper job application and to simulate a business condition in a mock interview. A sample Job Interview Math Test, a Job Interview Rating Sheet, and a "Test Yourself" form for a student to determine his job-seeking abilities are a part of this learning activity package. Order ID 003 265.4.

A	B	C	D	E	F	G	H	I
		X	X	X				

CAREER DEVELOPMENT--JOB CHOICES. Riverton School District, Riverton, Wyoming; J. C. Hitt, 1972. 12 pages.

A continuation of learning activities concerned with job choices and opportunities. Includes objectives, pre- and posttests, required and optional activities. Intended for use with selected reference material. Order ID 003 265.20.

A	B	C	D	E	F	G	H	I
	X		X			X		

CAREER DEVELOPMENT--APPLYING FOR A JOB. Riverton School District, Riverton, Wyoming; J. C. Hitt, 1972. 13 pages.

A continuation of learning activities concerned with letters of application, application forms, and the job interview. Includes objectives, pre- and posttests, and required and optional activities. Order ID 003 265.21.

A	B	C	D	E	F	G	H	I
	X	X	X			X		

THE APPLICATION FORM. Visalia Unified School District; 1972. 13 pages.

This learning activity package is designed to prepare a student to complete an application blank for employment. Quiz referred to but not included. Order ID 003 265.27.

A	B	C	D	E	F	G	H	I
		X	X			X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X	X	X	X		

PREPARING LETTERS OF APPLICATION AND RESUMES--BDEG. Trona High School; Genel Wokal. 11 pages.

This illustrated learning activity package is designed for student use. Included are performance objectives, self-test with answers, learning activities on letters of applications, and resumes. Suggested textbook references are correlated with the activities. Order ID 003 265.28.

WRITING A RESUME. Exeter Union High School; Toni Lynn Fuller, 1971. 13 pages.

Designed for student use, this Learning Activity Package on Writing a Resume includes objectives, recommended instructional materials, a pretest with answers, suggested activities, and a list of words and phrases to be defined. Order ID 003 265.30.

A	B	C	D	E	F	G	H	I
X	X		X	X	X			

APPLICATIONS FORMS. Sweetwater Union High School, Chula Vista; 1973-74. 19 pages.

A continuation of the LAP series on job selection and procurement. Provides information and practice in filling out a job application form. Pretest, vocabulary answer sheet, and application forms included. Order ID 003 265.60.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

HOW TO WRITE AN APPLICATION LETTER. Sweetwater Union High School, Chula Vista; 1973. 16 pages.

A continuation of the LAP series on job selection and procurement. Contains performance objectives, instructions and work hints, and examples of prepared letters. Order ID 003 265.66.

A	B	C	D	E	F	G	H	I
		X	X					

HOW TO WRITE A RESUME. Sweetwater Union High School, Chula Vista; 1973. 13 pages.

A continuation of the LAP series on job selection and procurement. Includes performance objectives, an outline of content for a resume, vocabulary study, and several sample resumes. Order ID 003 265.67.

A	B	C	D	E	F	G	H	I
		X	X					

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

106 - Job Application (continued)

THE INTERVIEW. Sweetwater Union High School, Chula Vista; 1973. 28 pages.

A continuation of the LAP series on job selection and procurement. Includes performance objectives, suggestions, preparing for the interview, dress and grooming, conduct hints, list of questions frequently asked, examples of follow-up letter. Includes pretest and scoring key for the LAPs on the Application Letter and The Interview. Order ID 003 265.68.

A	B	C	D	E	F	G	H	I
		X	X	X				

JOB APPLICATION. Norwalk-La Mirada Unified School District, Norwalk High School, Norwalk. 45 pages.

A learning activity package to equip and motivate the student for effective job hunting. Includes social security information, federal clerical aptitude test, preparation of a personal data sheet, questions frequently asked during employment interviews, etc. Sample application form, assignment working papers, pretest, and posttest are included. Keys not included. Order ID 003 265.76.

A	B	C	D	E	F	G	H	I
		X		X	X			

JOB APPLICATION - COMMON CORE, COMPETENCY 6. Chaffey Union High School, Ontario; John Tracey. 57 pages.

Student completes working papers using the student manual as a reference. He obtains a test at the end of each unit and completes without using any reference materials. Units correlate with objectives in the state Guide. Teacher's key is not included. Order ID 003 265.80.

A	B	C	D	E	F	G	H	I
		X	X					

JOB APPLICATION. Mt. Diablo Unified School District, Ygnacio Valley High School, Concord; 1974. 20 pages.

A student learning activity package on Job Application. Objectives include employment terminology, data sheets or resumes, skill in completing an application, an understanding of classified ads, employment testing, skill in interviewing, payroll deductions, and social security usage. Pretest included, but no answers. Order ID 003 270.4.

A	B	C	D	E	F	G	H	I
		X	X	X		X		

INTERVIEWING FOR A JOB - SCRIPT. Helen Davis, Santa Rosa. 5 pages.

A script for a slide/tape presentation. The mock interview for clerk-typist includes five characters. Narrative is written for 23 slides. Order ID 003 271.

A	B	C	D	E	F	G	H	I
X							X	

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X				X		

JOB APPLICATION. La Canada High School; Buzz Burner, 1973. 2 pages.

A unit on how to apply for a job. Student will type a personal data sheet, an application form, and a letter of application. Unit is correlated with textbook, 21st Edition Typing Text, South-Western Publishing Company. Order ID 003 271.3.

APPLYING FOR A JOB. Kern High School District, North High School, Bakersfield; Webb Cady, 1975. 32 pages.

Individualized unit designed for student use. Activities include examining ways to find job openings, making a resume, typing a letter of application, filling out a job application, and conduct during an interview. Behavioral objectives, pretest, posttest, and recommended instructional materials also included. Order ID 003 278.17.

A	B	C	D	E	F	G	H	I
				X	X			

JOB APPLICATION AND PREPARATION. Huntington Beach High School District, Fountain Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 42 pages.

A learning activity package of importance for any job applicant. States objective and rationale for this activity. Supplies a sample application form and line-by-line instructions for filling it out. Information and sample questions for a typical job interview are provided. Information and a checklist for self-evaluation are provided. Includes samples of professional resumes, social security forms and information, as well as work permit information. Provides accompanying blank forms for practice or testing. Order ID 003 278.21.

A	B	C	D	E	F	G	H	I
		X	X					

JOB PREPARATION ACTIVITIES -- PART I - JOB APPLICATION (Competency 106). Buchser High School, Santa Clara. 32 pages.

A learning activity packet to assist the student in problems of applying for a job. Covers preemployment testing, resume or data sheet, application letter, telephone appointment, personal interview, social security information, and vocabulary checklists. Includes performance objectives, activity assignments, and sample solutions. No answer to test. Order ID 003 278.22.

A	B	C	D	E	F	G	H	I
		X						

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X						

106 - Job Application (continued)

JOB APPLICATION--PART II (Competency 106). Buchser High School, Santa Clara. 32 pages.

A continuation of Part I of this series. Deals specifically with the written application, including the filling out of special forms. Includes performance objectives, instructions, guidelines, and line-by-line helps in filling out a typical application form. This is followed with a practice exercise to apply the learning. Includes also sample questions asked during an oral interview, and simulated interview problems. Pretest included as a separate unit under Part I. Order ID 003 278.23.

JOB APPLICATION. Ygnacio Valley High School, Concord; 1974. 15 pages.

Activities in this learning package relate to several textbooks as references for an understanding of employment terminology, applications, interviews, payroll deductions, social security. No answer keys. Order ID 003 278.24.

A	B	C	D	E	F	G	H	I
		X	X					

107 - Making Change:

A PROJECT IN RECORDKEEPING. Mission High School, San Francisco; Mary Ellen Davis, 1971. 17 pages.

A learning activity package dealing with cashier records. Includes illustrated instructional material, followed by practice problems and solutions. Order ID 003 242.

A	B	C	D	E	F	G	H	I
		X						

HANDLING A CASH DRAWER. Judith Chambers. 6 pages.

A programmed unit designed for student use. Included are activities on counting change and closing out the cash drawer. Order ID 003 254.13.

A	B	C	D	E	F	G	H	I
		X						

HANDLING MONEY - MAKING CHANGE - PROVING CASH. San Mateo County; Aili Hughes, 1971. 13 pages.

For student use in a salesmanship class, this learning activity package on handling money has instructional objectives and programmed activities, with arithmetical problems. Order ID 003 254.15.

A	B	C	D	E	F	G	H	I
		X	X			X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X		X	X		X	

MAKING CHANGE. Norwalk-La Mirada District, Norwalk High School, Norwalk. 28 pages.

A work competency unit intended for use with prepared tapes of information. Includes learning activities with sample forms, daily reviews, working papers, pretest and posttest. Scripts for tapes are not included. Order ID 003 254.39.

MAKING CHANGE. Chaffey Union High School District, Ontario; Mary Ellen Montgomery and Mary Sauter, 1973. 24 pages.

A learning activity package for use with Clerical Recordkeeping by Baron and Stenfield, Course 1, 3rd edition, South-Western Publishing Company. To be used with cassette tapes. Includes performance objectives, step-by-step instructions, problems, answers, working papers, and posttest without the key. Order ID 003 269.4.

A	B	C	D	E	F	G	H	I
		X	X			X	X	

MAKING CHANGE. Ygnacio Valley High School, Concord. 25 pages.

A learning activity package of particular value to sales clerks, cashiers, and ticket sellers. Includes introduction, general instructions, performance objectives, four practice assignments, and self-checking answers. No pretest or posttest included. Order ID 003 269.5.

A	B	C	D	E	F	G	H	I
	X	X	X					

COMMON CORE--MAKING CHANGE. Ygnacio Valley High School, Concord; Ted G. Bogios. 27 pages.

A learning activity package including introduction, instructions, performance objectives, progress checks, self-tests and answer sheets. Covers various cashiering activities. Includes bibliography. Order ID 003 278.25.

A	B	C	D	E	F	G	H	I
	X	X	X					

MAKING CHANGE. Huntington Beach Union High School District, Thornton Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 10 pages.

A student learning activity package designed to develop change making skill in common sales transactions. Provides 15 rules on proper handling of cash transactions. Measurable objective stated. Includes posttest and answer sheet. Order ID 003 278.26.

A	B	C	D	E	F	G	H	I
		X	X		X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X	X	X			

107 - Making Change (continued)

MAKING CHANGE - A JOB PREPARATION ACTIVITY. Buchser High School, Santa Clara; 1974. 10 pages.

A student learning activity package contains student materials that can be used alone or with simulation materials to develop basic skills in making change and completing common report forms. Special emphasis is given to safeguards in change making. Measurable objectives stated. Pretest and posttest included. Order ID 003 278.27.

108 - Math Computations:

FRACTIONS. Source Unknown. 10 pages.

This student learning activity packet on fractions contains objectives and an explanation of common and decimal fractions. Included are problems in adding, subtracting, multiplying, and dividing fractions and decimals. A test is included. No key included. Order ID 003 104.1.

A	B	C	D	E	F	G	H	I
		X	X		X			

MATH PLACEMENT - ACHIEVEMENT TEST. San Mateo County Schools, Regional Training Program, Redwood City; Charles A. Priest, 1972. 14 pages.

Mathematics placement test diagnoses student's abilities in the following areas: (1) whole numbers, (2) fractions, (3) decimals, (4) ratio and proportion, (5) percentages, (6) measurement, and (7) graphs. Order ID 003 104.2.

A	B	C	D	E	F	G	H	I
					X			

EXTENSIONS. Source Unknown. 6 pages.

A learning activity package for general business. Includes sequentialized activities and a performance evaluation test. No answers available. Order ID 003 117.1.

A	B	C	D	E	F	G	H	I
		X	X					

MATH COMPUTATIONS. Mt. Diablo Unified School District, Ygnacio Valley High School, Concord. 12 pages.

A student LAP to provide an intensive review of arithmetic fundamentals using SPECTRUM MATHEMATICS SERIES textbooks. Order ID 003 259.14.

A	B	C	D	E	F	G	H	I
		X	X			X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X						

CHANGING FRACTIONS TO DECIMALS. Chester Brooks. 5 pages.

This student learning activity package on changing fractions to decimals includes explanations and practice problems; keys to problems are not included. Order ID 003 262.

DECIMAL FRACTIONS. Joseph Greco, 1970. 10 pages.

Teacher resource material including general and specific objectives, a list of suggested instructional materials, and recommended activities. Order ID 003 262.1.

A	B	C	D	E	F	G	H	I
X	X							

PERCENTAGE. William House, 1969. 8 pages.

This teacher resource unit contains an outline, general and measurable objectives, recommended instructional materials, and suggested student activities. Order ID 003 262.2.

A	B	C	D	E	F	G	H	I
X	X							

FUNDAMENTAL SKILLS IN MATHEMATICS. Visalia Unified School District. 39 pages.

A student LAP and teacher resource material to accompany the workbook Business Math/30, Gregg Division McGraw-Hill. Includes objectives, instructional information, assignments, posttests and keys, and answer sheet form. Order ID 003 262.4.

A	B	C	D	E	F	G	H	I
X	X	X	X		X	X		

DEVELOPING PROGRAMS FOR SLOW AND DISENCHANTED LEARNERS OF MATHEMATICS. Terrence F. Rieger, 1972. 19 pages.

A teacher resource unit including a bibliography and description of a mathematics program developed by the State of Montana for the slow learner. Order ID 003 262.5.

A	B	C	D	E	F	G	H	I
X	X							

OFFICE MATH - PER CENT. Sonora High School, La Habra; Pamela Anspach, 1972. 31 pages.

This self-contained student LAP on office math has six activities with answers on changing percentages to decimals and decimals to percentages. Objectives, pretest, a posttest, and an instructor's key are included. Order ID 003 262.6.

A	B	C	D	E	F	G	H	I
	X	X	X	X	X			

108 - Math Computations (continued)

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X		X						

BASIC MATH SKILLS. Sweetwater Union High School District, Hilltop Jr. High School, Chula Vista; John Ayres, 1972. 5 pages.

A pretest to identify student weaknesses in basic mathematical skills is provided. No key included. Order ID 003 262.8.

MULTIPLICATION AND DIVISION OF DECIMALS. Daryll W. Rhoads. 13 pages.

This self-contained student LAP on the multiplication and division of decimals includes a self-test with solutions, explanations, problems, and a posttest with solutions. Order ID 003 262.11.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

CONVERTING FRACTIONS TO DECIMALS AND PERCENTS. Barstow College, Barstow; Lewis R. Tarbox. 9 pages.

This instructional unit on converting fractions to decimals and percents has a pretest (no keys) explanations, examples, and problems with solutions. Order ID 003 262.12.

A	B	C	D	E	F	G	H	I
		X	X	X				

BASIC MATH. Nadine Reid and Alice Stephens. 46 pages.

This self-contained student LAP has explanations, problems, and answers, in addition to subtraction, multiplication, and division. Order ID 003 262.15.

A	B	C	D	E	F	G	H	I
		X						

MATH COMPUTATION - A LITTLE BOOK OF PROBLEMS. Norwalk-La Mirada Unified School District, Norwalk High School, Norwalk. 25 pages.

A student LAP including survey instructions, practice problems, table of decimal equivalents for fractions, progress test, answer sheet, and math test. Covers fundamentals, fractions, decimals, and percentage. Keys to LAP problems and tests are not included. Order ID 003 262.16.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X			X					

108 - Math Computations (continued)

COMMON CORE COMPETENCY MODULES. Clovis Unified School District, Clovis Adult School; Robert W. Fuller. 24 pages.

Clovis' common core modules include: Basic Mathematics; Written Communications; Oral Communication; Reports, Manuals, Directories, and Catalogs; Spelling; Job Application; 10-Key Adding Machine; Sorting, Checking, and Verifying; Filing and Retrieving; Handwriting; Making Change; Proofreading; Instructions. A separate section on Objectives and How to Use Them is included. Order ID 003 271.4.

COMMON CORE - MATH COMPUTATIONS. Ygnacio Valley High School, Concord. 12 pages.

A student LAP covering math fundamentals, fractions, decimals, percent, and graphs. Includes objectives and student instructions for use with Spectrum Mathematics Series. Order ID 003 278.28.

A	B	C	D	E	F	G	H	I
		X				X		

109 - Oral Communication

BUSINESS COMMUNICATION, PREPARING AND PRESENTING A SPEECH. Aragon High School, San Mateo; Lloyd Mast. 13 pages.

Reasons for having the ability to present a speech are presented in this student learning activity packet. Pertinent information for a student preparing speeches to inform, entertain, or persuade is presented in readable form. Measurable behavioral objectives are included in the LAP. Order ID 003 251.1.

A	B	C	D	E	F	G	H	I
		X	X					

LET'S TALK BUSINESS. San Diego Unified School District; Evelyn Jenkins, 1973. 145 pages.

Student materials requiring reading, listening to classroom practice tapes, listening and responding to taped exercises, and finally recording original sentences on cassettes. The six small LAPS cover: 1) verb to be; 2) third person singular verbs; 3) possessive nouns; 4) plural nouns; 5) irregular verbs; 6) pronouns as subjects and objects. Overview pretest determines which packets each student should complete. Each packet has a self-test and posttest. All test solutions are included. Measurable objectives are stated. Scripts are included. Specific teaching suggestions are included. Order ID 003 263.19. (Available only in microfiche.)

A	B	C	D	E	F	G	H	I
X		X	X	X	X		X	X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X		F			

109 - Oral Communication (continued)

ORAL COMMUNICATIONS. Buchser High School, Santa Clara. 19 pages.

LAP includes suggestions for topics of conversation with instructions for selecting conversational partner and peer evaluators. Evaluators listen to and rate conversation partners. Rating sheet is included. Other activities require students to answer or ask questions or make requests. Pretest is included. Satisfactorily completing activities constitutes posttest. Measurable objectives are stated. Order ID 003 278.29.

110 - References, Manuals, Directories, Catalogs

USING SOURCES OF INFORMATION. El Cajon Valley High School; Barbara Jean Nempel, 1970. 19 pages.

The student takes a pretest to determine how prepared he is to use sources of information. The ZIP Code Directory, Telephone Directory, and Secretarial Handbook are required to complete the LAP activities. Also included are exercises in problem solving and proofreading, a self-appraisal form, and an appendix of factual data on sources for general, specialized, and travel information. Order ID 003 106.

A	B	C	D	E	F	G	H	I
		X	X	X		X		

ZIP CODE DIRECTORY. William McNeill. 15 pages.

A student learning package on how to locate zip code numbers in the National Zip Code Directory. Activities include locating numbers in multi-coded and single-coded cities. Pretest and answers included. Order ID 003 242.5.

A	B	C	D	E	F	G	H	I
		X		X				

ZIP CODE DIRECTORY. Huntington Beach High School and Westminster High School; Doris Colgan. 10 pages.

A student learning activity package on the information in the National Zip Code Directory. The student will learn the organization of the directory and how to locate zip codes and addresses. General objectives are included. No answer key. Zip Code Directory required. Order ID 003 242.11.

A	B	C	D	E	F	G	H	I
		X	X		X	X		

USING THE TELEPHONE DIRECTORY. Bulatovich. 10 pages.

A student learning activity package on locating names, addresses, and numbers in the telephone directory. How to use the green and yellow pages is part of the instructional package. Measurable objectives are stated. Posttest and notes to instructor on how to use the package are included. Order ID 003 242.27.

A	B	C	D	E	F	G	H	I
		X	X		X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X					

HOW TO USE A ZIP CODE DIRECTORY. Source Unknown. 42 pages.

Designed for student use, this learning activity package on the Use of a Zip Code Directory has a pretest and posttest. The programmed activities develop facility in using the Zip Code Directory. Charts and sample pages are included. Order ID 003 249.9.

USING THE ZIP CODE DIRECTORY. Maxine Shofner. 6 pages.

A resource unit on use of the Zip Code Directory. General and measurable objectives, suggested instructional materials, and student activities are included. Order ID 003 256.3.

A	B	C	D	E	F	G	H	I
X	X		X					

DEVELOPING PBX SKILL COMPETENCY. George Hall. 7 pages.

Skill unit includes resource material for the teacher, general and measurable objectives. Multimedia is suggested for teaching the switchboard's basic functioning. Order ID 003 256.4.

A	B	C	D	E	F	G	H	I
X			X					X

USE OF REFERENCE MATERIALS. Visalia Unified School District, Visalia; 1972. 37 pages.

A student learning package on how to use selected basic reference materials, including the directory, thesaurus, almanac, city directory, and the Readers' Guide to Periodical Literature. Pretests and key are included. Measurable objectives are stated. Order ID 003 256.18.

A	B	C	D	E	F	G	H	I
		X	X	X		X		

CATALOGS. Source Unknown. 10 pages.

A student LAP explaining the need for and use of business catalogs. Includes stated objectives, introduction, instructions, sample forms, and five working assignments. Spiegel Catálog is required to complete the activities. Keys to activities are not included. Order ID 003 256.67.

A	B	C	D	E	F	G	H	I
X		X	X			X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X		X			

110 - References, Manuals, Directories, Catalogs (continued)

REFERENCE BOOKS FOR THE STENOGRAPHER AND TYPIST. Foothill High School, Santa Ana; Angela Satterlee. 13 pages.

A student learning activity package on different reference books to assist stenographers and typists on where to find the answers. Questions and answers are included. Order ID 003 257.

REFERENCES, MANUALS, DIRECTORIES. Norwalk-La Mirada, Norwalk; 1973. 60 pages.

A learning activity package covering the use of dictionaries, telephone directories, ZIP Code Directory, and employees' handbooks. Stated objectives, directed activity assignments, working papers, business forms, and a posttest are included. Keys to LAP and posttest are not included. Order ID 003 257.7.

A	B	C	D	E	F	G	H	I
		X	X		X	X		

ZIP CODE. Source Unknown. 1974. 10 pages.

A LAP on the use of the National Zip Code Directory including stated objective, introduction, instructions, appendix, and five activity assignments. Keys to LAP activities are not included. Order ID 003 257.9.

A	B	C	D	E	F	G	H	I
X		X				X		

DICTIONARY USAGE. Whittier Union High School District, Pioneer High School, Whittier; 1972. 27 pages.

A student LAP with activities to improve efficiency in using dictionaries. Order ID 003 263.7.

A	B	C	D	E	F	G	H	I
X	X	X	X	X	X			

LEARNING ACTIVITY PACKAGE FOR DICTIONARY USAGE. Whittier Union High School District, Pioneer High School, Whittier; Elaine Prukop, 1972. 22 pages.

Included are eight activities covering alphabetizing, symbols and abbreviations, spelling, and pronunciation. A review checkup completes the package. Order ID 003 263.18.

A	B	C	D	E	F	G	H	I
		X	X					

USE YOUR TELEPHONE DIRECTORY. Carlmont High School, Belmont; June Terzich. 27 pages.

The exercises in this illustrated learning activity package are designed to develop skill in using the white, yellow, and green pages of telephone directories. Key for posttest not included. Order ID 003 265.36.

A	B	C	D	E	F	G	H	I
		X		X	X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
				X				

USE OF THE TELEPHONE DIRECTORY. Wm. S. Hart Union High School District, Canyon High School, Saugus; R. Conway Spitler, 1971. 23 pages.

An illustrated student reference manual with information and activities on the use of the telephone directory. Pretest has no key available. Order ID 003 265.44.

Z-ZIPPING THROUGH THE ZIP CODE DIRECTORY. Madison High School; Jean Aldridge. 22 pages.

This learning activity packet is designed for practice in using efficiently the Zip Code Directory. It includes illustrations and exercises to reinforce learning. Order ID 003 265.47.

A	B	C	D	E	F	G	H	I
		X	X		X			

A LOOK AT THE TELEPHONE DIRECTORY. Ann Hake and Jean Aldridge. 25 pages.

This illustrated learning activity package has exercises and situations requiring proper use of information in the white and yellow pages of the telephone directory. Pretests and posttests are included. Order ID 003 265.53.

A	B	C	D	E	F	G	H	I
		X		X	X			

REPORTS, MANUALS, DIRECTORIES, AND CATALOGS. Chaffey Union High School District; 1973. 88 pages.

Six learning activity packages designed for the student's use in the classroom dealing with reports, manuals, directories, and catalogs. These LAPS are based on the State Program Guide (common core, Comp. 10) and include the dictionary, telephone directory, ZIP Codes, company telephone directory, catalogs, and road maps. Each package contains a posttest and answers. Order ID 003 265.79. (Available in microfiche only)

A	B	C	D	E	F	G	H	I
		X	X	X	X	X		

REPORTS, MANUALS, DIRECTORIES. Mt. Diablo Unified School District, Ygnacio Valley High School; 1974. 16 pages.

A student learning package on developing skill in locating information from the Telephone Directory and the National Zip Code Directory. Unit I includes seven activities using the Telephone Directory and Unit II includes two activities using the Zip Code Directory. Order ID 003 270.3.

A	B	C	D	E	F	G	H	I
		X	X			X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

REFERENCES, DIRECTORIES, CATALOGS, SCHEDULES, MAPS. Tamalpais High School, Mill Valley; Rose M. Ascierto. 61 pages.

Student completes activities using dictionaries, zip code and telephone directories, Sears catalog, air and bus schedules, maps, and employee handbooks. Posttest is included. Material correlates with local telephone directory, but can be readily adapted. Key to posttest is not included. Order ID 003 271.5.

A	B	C	D	E	F	G	H	I
			X		X	X		

TELEPHONE. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinnis, 1975. 24 pages.

A learning activity package using a local telephone directory (required for pre- and posttests) and a call director. Order ID 003 278.2.

A	B	C	D	E	F	G	H	I
		X	X					X

REPORTS, MANUALS, DIRECTORIES. Ygnacio Valley High School, Concord; 1975. 19 pages.

Through nine activities, the student learns to use five different reference sources in this packet. These sources include directories, catalogs, schedules, and maps. Order ID 003 278.6.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

USING REFERENCES. Los Angeles City Unified School District. 19 pages.

Student activities to acquaint learner with a stenographer's handbook, a dictionary, a word division guide. Includes an extensive list of reference materials. Correlates with Reference Manual for Stenographers and Typists, New Merriam-Webster Pocket Dictionary, and Applied Business Typing by Holland. Order ID 003 278.30.

A	B	C	D	E	F	G	H	I
		X				X		

THE DICTIONARY. Ravenswood High School, East Palo Alto. 8 pages.

Introduction to the dictionary as a reference source. Work sheets help students find, spell, pronounce and determine the meaning of words. Answers not included. Order ID 003 265.16.

A	B	C	D	E	F	G	H	I
X								

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X		X			

111 - Simple Business Records:

KEEPING PERSONAL RECORDS. Source Unknown. 22 pages.

This student LAP on Keeping Personal Records contains objectives, activities, and problems. The posttest requires students to prepare a monthly budget and record transactions in an Income and Expense Record Book. Keys to LAP and posttest are not included. Order ID 003 107.1.

CHECKING. Source Unknown. 22 pages.

Included in this student LAP on checking accounts are objectives and sequential activities. Samples of signature cards, check forms with stubs, quizzes, a posttest, and a bank reconciliation problem are provided. Keys to LAP and posttest are not included. Order ID 003 107.4.

A	B	C	D	E	F	G	H	I
		X	X		X	X		

BUSINESS FORMS. Source Unknown. 19 pages.

A learning activity package, it includes sample business forms, a narration of transactions, sequentialized activities, and performance tests. No answers included. Order ID 003 117.

A	B	C	D	E	F	G	H	I
		X	X					

BUSINESS RECORDS. Visalia Unified School District, Visalia. 18 pages.

A student guide to accompany the text General Record Keeping, 5th Edition. Permits the student to work at his own pace. Provides objectives, outline of assignments, and standards of performance. Order ID 003 256.20.

A	B	C	D	E	F	G	H	I
		X	X			X		

BANKING SERVICES. Nancy Gienger, 1969. 15 pages.

This teacher resource unit on banking services includes general and specific objectives with competency and specific skills listed, an outline, general teaching procedures, teaching suggestions, a list of reference materials, evaluation procedures, and examples of checks and bank reconciliation statements. Order ID 003 259.10.

A	B	C	D	E	F	G	H	I
X	X		X					

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X			X		

KEEPING SIMPLE BUSINESS RECORDS. Visalia Unified School District; 1972. 32 pages.

Activities in this learning activity package include handling a checking account, petty cash fund, inventory records, and purchasing documents. Specific textbooks are required for each activity. Keys to LAP activities are not included. Order ID 003 259.13.

SIMPLE BUSINESS RECORDS - COMMON CORE, COMPETENCY 11. Source Unknown. 49 pages.

Learning activities correlate with state objectives. Students complete shipping orders from message forms giving information. A cassette and booklet are needed to complete the assignment, but are not included with these materials. Activities for 11.4 are correlated with text, Clerical Recordkeeping, 3rd edition. Post-tests for each section are included. Keys are not included. Order ID 003 265.81.

A	B	C	D	E	F	G	H	I
		X	X			X	X	

SIMPLE BUSINESS RECORDS. Norwalk-La Mirada Unified School District, Norwalk High School, Norwalk. 20 pages.

A work competency unit on sales and credit memo verifying and posting. Adding machine prerequisite. Includes business documents for source material, working papers, sample sales register, and customers' accounts. Posttest and problems available, but no answer key. Order ID 003 270.6.

A	B	C	D	E	F	G	H	I
		X			X			X

BUSINESS RECORDS SIMPLE--LAP. Santa Clara Unified School District, Buchser High School; Bob McGinnis, 1975. 27 pages.

Learning activity package for students in the common core. Covers simple business records. Keys not included. Order ID 003 278.4.

A	B	C	D	E	F	G	H	I
			X	X	X			

SIMPLE BUSINESS RECORDS. Mt. Diablo Unified School Dist. Ygnacio Valley High School, Concord; 1974. 15 pages.

With this activity you learn about the fundamental procedures involved in keeping simple business records. Included are units on cashier's records, checks and bank statements, petty cash and retail salesclerk records. All work refers to Clerical Record Keeping, second edition, South-Western Publishing Company. No tests. Order ID 003 278.38.

A	B	C	D	E	F	G	H	I
X			X					

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X		X			X			

112 - Sorting, Checking, Verifying:

CLASSIFYING INFORMATION BY SORTING. B. J. Allison, 1971. 11 pages.

An instructional resource guide. Includes objectives, pre- and posttests, activities, and job standards. Order ID 003 103.2.

SORTING, CHECKING, AND VERIFYING. Tamalpais High School, Mill Valley; Susan Doll Pehl, 1973. 28 pages.

A student LAP containing 12 activities to develop skills in sorting, checking, and verifying information. Keys to LAP activities and posttest are not included. Order ID 003 256.64.

A	B	C	D	E	F	G	H	I
		X	X		X			

SORTING, CHECKING, AND VERIFYING. Chaffey Union High School, Ontario; 1973. 76 pages.

A student LAP consisting of ten activities dealing with sorting, checking, and verifying of data. Student activity answer sheets and teacher's guide are included. Order ID 003 256.69. (Available in microfiche only)

A	B	C	D	E	F	G	H	I
X		X	X		X			

SORTING, CHECKING, AND VERIFYING. Norwalk-La Mirada Unified School District, Norwalk High School, Norwalk. 55 pages.

A learning activity package including stated objectives, instructions, and ten activity assignments. Intended to provide competency in sorting and checking sales slips, comparing names and numbers, and copying business data. Includes pretest, posttest, and working papers. No keys included. Order ID 003 270.5.

A	B	C	D	E	F	G	H	I
		X	X					

SORTING, CHECKING, VERIFYING. Oakland Unified School District; Merle Wood. 31 pages.

A learning activity package designed for students completing the common core competencies. The document presents 12 self-paced, self-checking, jobs that drill the skill areas of sorting, checking, and verifying. Order ID 003 278.1.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X			X			

112 - Sorting, Checking, Verifying (continued)

SORTING, CHECKING, AND VERIFYING. Ygnacio Valley High School, Concord; 1974. 36 pages.

Sorting business documents, verifying math computations, and planning efficient systems for checking are included in this learning package. Order ID 003 278.31.

SORTING, CHECKING, AND VERIFYING. Buchser High School, Santa Clara. 28 pages.

A learning activity package including objectives, instructions, and 12 activities. The purpose of these activities is to develop competencies in sorting, checking, and verifying miscellaneous data. Several activities require information not furnished in this LAP. A pretest is included. Answers are not included. Order ID 003 278.32.

A	B	C	D	E	F	G	H	I
		X						

113 - Spelling:

SPELLING. College of Alameda, Alameda; Marjorie Dixon. 21 pages.

Student materials include a list of 400 spelling words taken from a college-level business English text, test forms, and follow-up worksheets. Also given are a variety of procedures the teacher could use to implement these materials. Order ID 003 106.1.

A	B	C	D	E	F	G	H	I
X		X	X		X			

SPELLING. Chaffey Union High School District, Ontario; 1972-1973. 36 pages.

This self-contained student LAP covers spelling rules in Section I and error patterns in Section II. A cassette tape to record answers is required. Script for spelling tape #1 and keys to section posttests are not included. Order ID 003 262.17.

A	B	C	D	E	F	G	H	I
		X	X		X		X	X

SPELLING AND WORD USAGE. Visalia Unified School District; 1972. 37 pages.

A two-part student LAP to improve spelling and word usage abilities requiring the use of a dictionary and teacher-prepared spelling tapes. Scripts to spelling tapes are not included. Order ID 003 263.6.

A	B	C	D	E	F	G	H	I
		X	X	X		X	X	X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X			X		

HOW'S YOUR SPELLING? San Mateo County Schools, Regional Training Program, Redwood City; Charles Priest, 1972. 10 pages.

A student LAP for spelling improvement correlated with Spelling Drills and Exercises, Gregg, 1964; Lincoln Diagnostic Tests, N. Y. Educational Records Bureau, 1949; and Spelling Principles, Appleton-Century Crofts, 1966. Tests are mentioned, but not included. Order ID 003 263.12.

SPELLING. Arlene McCabe, 1970. 15 pages.

An occupational competence unit containing objectives, instructional materials, practice drills, and word lists. Order ID 003 263.14.

A	B	C	D	E	F	G	H	I
X	X	X	X					

SPELLING IMPROVEMENT PACKET. Maxine Keilig, 1972. 38 pages.

This learning activity package has practice exercises using spelling rules. Also included are a pretest and a posttest. Order ID 003 263.20.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

SPELLING. Tamalpais High School, Mill Valley; Susan Doll Pehl. 32 pages.

Activities in this LAP correlate with Spelling Drills and Exercises by Brendel and Near, and Spelling by Principles by Smith. Activities are assigned after completion of a diagnostic pretest. Worksheets are included. Script for pre- and postests are not included. Order ID 003 263.21.

A	B	C	D	E	F	G	H	I
		X	X			X	X	X

SPELLING. Santa Clara Unified School District, Buchser High School, Santa Clara; 1975. 9 pages.

A learning activity package containing a guide to Gregg's Spelling Drills by Brendel. Spelling pre- and posttests are included. Order ID 003 278.3.

A	B	C	D	E	F	G	H	I
		X	X	X	X	X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

114 - Telephone:

RECEPTIONIST. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 5 pages.

Goals, objectives, and skill tasks are outlined for a one-semester certificated occupations course to train receptionists and PBX operators. The evaluation and testing standards are the results of one year's experience in a pilot program. Order ID 003 121.11.

TELEPHONE ANSWERING TECHNIQUES. Grossmont College, El Cajon; Karen Seal, 1972. 9 pages.

This LAP is designed to follow an introductory film, such as Pacific Telephone's A Manner of Speaking. General and measurable objectives are stated. Order ID 003 242.6.

A	B	C	D	E	F	G	H	I
		X	X		X		X	

YOUR PUSH BUTTON TELEPHONE. Norwalk-La Mirada Adult School; Inez Shilling, 1972. 15 pages.

A student learning activity package on use of the push button telephone. Student will learn how to handle incoming calls, putting them on hold, and transferring or using the ICL line and also how to take messages accurately. Measurable objectives are stated. Order ID 003 242.13.

A	B	C	D	E	F	G	H	I
	X	X	X	X				

USE OF THE INTRODUCTORY PAGES IN THE TELEPHONE DIRECTORY. Canyon High School, Saugus; R. Conway Spitler, 1971. 26 pages.

A student learning activity package to aid in the use of the telephone directory's introductory pages. Students will learn how to place local, long distance and emergency calls; locate areas served by the telephone directory, locate area codes, and telephone rates. Measurable objectives are stated. Pretest, posttest, and answers are included. Order ID 003 242.17.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

USING THE TELEPHONE DIRECTORY. Darlene Staib, 1969. 9 pages.

A teacher's guide that includes objectives, instructional materials using multimedia, and suggested class activities in efficient use of a telephone directory. Order ID 003 256.1.

A	B	C	D	E	F	G	H	I
X							X	X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X	X		X				X	X

TELEPHONE COURTESY. Phyllis Grichuhin, 1970. 9 pages.

Skill unit includes resource materials and suggested class activities for the teacher. General and measurable objectives are stated, multimedia are used in teaching various telephone techniques, and a bibliography of instructional materials is provided. Order ID 003 256.13.

TELEPHONE TECHNIQUE. Tamalpais High School, Mill Valley; Rose M. Ascierto, 1973. 29 pages.

This student LAP includes a reference section of ten pages which summarizes effective telephone techniques and activities on planning calls, taking messages, evaluating telephone conversations, and developing and recording role-playing dialogues. Reference texts needed to complete the activities are Applied Secretarial Practice, fifth edition; Secretarial Office Procedures, eighth edition; Teletraining for Business Studies, 1965; and The Receptionist, 1966. Keys to the activities and posttest are not included. Order ID 003 256.58.

A	B	C	D	E	F	G	H	I
	X	X	X		X	X		

TELEPHONE TECHNIQUES--SCRIPT. Ravenswood High School, East Palo Alto; 1973. 15 pages.

This is the script of the General Slide Package for Business produced by Pacific Telephone and Telegraph Company to improve telephone techniques. Order ID 003 265.35.

A	B	C	D	E	F	G	H	I
X							X	

TELEPHONE. Norwalk-La Mirada Unified School District, Norwalk High School, Norwalk. 33 pages.

A LAP intended for improved telephone technique, personality, and manners. Provides information types of calls, taking messages, use of directory, special telephone equipment, etc. Self-check questions and a posttest are included. Keys not included. Order ID 003 265.71.

A	B	C	D	E	F	G	H	I
		X			X			

TELEPHONE. Huntington Beach Union High School District, Fountain Valley High School; Denis Gitschier/Bob Crenshaw, 1974. 21 pages.

A student LAP to improve telephone personality, manners, and techniques for handling incoming sales calls and customer objection situations. A Telephone Activity Worksheet is included. Order ID 003 278.9.

A	B	C	D	E	F	G	H	I
		X						

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X		X	X			

114 - Telephone (continued)

RECORDING TELEPHONE MESSAGES. Richmond Unified School District, Harry Ells High School, Richmond; Agnes Gowen, 1970. 11 pages.

This learning activity package covers background information on the switchboard and how to record messages. Pre- and posttests are included. Order ID 003 278.33.

TELEPHONE. Mt. Diablo Unified School District, Ygnacio Valley High School, Concord; 1974. 34 pages.

The learning activity package is to be used with commercially prepared Telephone Dynamics. A cassette recorder is needed. The telephone techniques are presented as well as objectives. Pre- and posttest (no key) are included. Order ID 003 278.39.

A	B	C	D	E	F	G	H	I
X	X						X	

115 - Working with People:

RECEPTIONIST. Gertrude Roberts. 8 pages.

A skill unit that includes general and measurable objectives, suggested instructional materials, and student activities for training receptionists. An evaluation on procedures in handling callers is also a part of this unit. Order ID 003 121.14.

A	B	C	D	E	F	G	H	I
X	X		X					

CAREER DEVELOPMENT. Riverton School District, Riverton, Wyoming; J. C. Hitt, 1972. 14 pages.

A learning activity package for use with selected reference material. Provides planned activities and a self-test. No film available. Order ID 003 265.18.

A	B	C	D	E	F	G	H	I
	X	X	X			X	X	

WORKING WITH PEOPLE. Norwalk-La Mirada Unified School District, Norwalk. 64 pages.

A LAP designed for personality evaluation and improvement with a view to career development. Includes self-evaluation, program planning, and saleable skill planning material. May be used in conjunction with career development tapes and film strips. Order ID 003 265.77.

A	B	C	D	E	F	G	H	I
X		X						

DESCRIPTORS

A	B	C	D	E	F	G	H	I
	Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X	X					

WORKING WITH PEOPLE. Mt. Diablo Unified School District, Ygnacio Valley High School; 1974. 43 pages.

A student learning package that will contribute towards personal development in working with people. Unit includes three sections: voice and expression, personality, and human relations. Order ID 003 270.2.

WORKING WITH PEOPLE. Buchser High School, Santa Clara; 1974. 16 pages.

A student learning activity package designed for CBEPG, Common Core Competency 115. Includes self-evaluation and improvement, problem-solving in stress situations, a self-improvement plan to overcome habits that antagonize and contribute to failure on the job, and pre- and posttests. No keys are provided. Order ID 003 278.5.

A	B	C	D	E	F	G	H	I
		X	X					

EMPLOYER-EMPLOYEE-CUSTOMER RELATIONS. Huntington Beach Union High School District, Fountain Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 21 pages.

A student learning packet with four case problems and suggested solutions that contribute towards personal understanding of the relationship between employers, employees, and customers. Posttest included; no key. Order ID 003 278.37.

A	B	C	D	E	F	G	H	I
		X	X		X			

WORKING WITH PEOPLE. Mt. Diablo Unified School District, Ygnacio Valley High School, Concord; 1974. 34 pages.

Activities in this learning activity package include three sections: voice, personality, and human relations. Many suggestions are included for working with people. Evaluation forms, progress check sheets, and records to play are mentioned. Tests are not included. Order ID 003 278.40.

A	B	C	D	E	F	G	H	I
X								

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

116 - Written Communication:

COMPOSITION OF LETTERS. Monte Vista High School, Danville; Rose Mari Finter, 1972. 26 pages.

Contains pre- and posttests, learning guides, and exercises for seven learning activities. These are interspersed with checkpoints. Includes model letter. Keys not included. Order ID 003 251.

A	B	C	D	E	F	G	H	I
		X		X	X			

BETTER PUNCTUATION WITH THE COMMA. Ramona High School; Barbetta Krogman, 1970. 23 pages.

A teacher resource unit and a self-contained student LAP on the principal uses of the comma. Explanations, exercises, self-tests, and answers are in the LAP. Order ID 003 263.3.

A	B	C	D	E	F	G	H	I
X	X	X	X	X	X			

BUSINESS ENGLISH. Visalia Unified School District; 1972. 257 pages.

A teacher resource unit and student guide consisting of a comprehensive coverage of grammar instruction organized into 14 small learning activity packages correlated with Business English and Communication, 4th Edition, by Stewart, Lanham, Zimmer, and Clark; McGraw-Hill Book Company. Order ID 003 263.13. (Available in microfiche only)

A	B	C	D	E	F	G	H	I
X	X	X	X	X	X	X		

PROPER WORD USAGE. Monterey Peninsula Unified School District, Roger S. Fitch Jr. High School; Alice M. Gieschen, 1971. 28 pages.

There are 25 troublesome words included in this student LAP on word usage. The LAP provides the student with an opportunity to test his knowledge on the use of these words, to engage in study if necessary, and then take a posttest. The text Heath Handbook of English 9 is used. Order ID 003 263.15.

A	B	C	D	E	F	G	H	I
		X	X	X	X	X		

THE COMPLETE SENTENCE. Bill Taylor. 18 pages.

The purpose of this student LAP is to help a student become proficient at recognizing and correcting sentence fragments. A pretest, study guide material, and a posttest are included in the LAP. Order ID 003 263.17.

A	B	C	D	E	F	G	H	I
		X	X	X	X	X	X	

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X						

WRITTEN COMMUNICATION. Norwalk-La Mirada Unified School District, Norwalk High School. 18 pages.

A LAP intended for improvement in business communication. Contains problem material, sample business letters and memos, bulletins, etc. Keys not included. Order ID 003 265.72.

WRITTEN COMMUNICATION - AN EFFECTIVE WRITTEN MESSAGE. Huntington Beach Unified School District, Fountain Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 12 pages.

The learning package presents clear and not-so-clear messages in order to help the student write effectively. Order ID 003 278.34.

A	B	C	D	E	F	G	H	I
		X	X		X			

WRITTEN COMMUNICATIONS. Mt. Diablo Unified School District, Ygnacio Valley High School, Concord; 1975. 7 pages.

A learning activity package whose goal is to build paragraphing, punctuation, and vocabulary skills. A pretest and diagnostic chart directs students to various punctuation problems. Vocabulary building sections use the workbook for Business English and Communications, by Stewart, Lanham, and Zimmer, 3rd Edition, published by McGraw-Hill. Keys not included. Order ID 003 278.35.

A	B	C	D	E	F	G	H	I
		X		X		X		

WRITTEN COMMUNICATION - GRAMMAR. Buchser High School, Santa Clara; 1974. 25 pages.

A student learning package on identifying both complete and incomplete sentences is followed with activities containing correct and incorrect word usage. Choices must be made in use of commas, capitalization, composition, and message writing. No posttest. Order ID 003 278.36.

A	B	C	D	E	F	G	H	I
		X	X	X				

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

201 - Duplicating:

DUPLICATING MACHINE OPERATOR. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 5 pages.

A detailed outline of objectives developed as a preliminary step in devising goals, objectives, and skill tasks for a certificated program involving duplicating machine operator. Order ID 003 121.1.

LIQUID DUPLICATING OPERATOR. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 5 pages.

Guidelines for the liquid duplicating operator serve as a job training description to be presented to a potential employer during an interview along with the certificates earned and a personal resume. Order ID 003 121.8.

A	B	C	D	E	F	G	H	I
X								

MIMEOGRAPH DUPLICATING OPERATOR - GUIDELINES. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 5 pages.

Guidelines for the mimeograph duplicating operator serve as a job training description to be presented to a potential employer during an interview along with the certificates earned and a personal resume. Order ID 003 121.9.

A	B	C	D	E	F	G	H	I
X								

DUPLICATING MACHINE OPERATOR. Kern High School District, Bakersfield High School, Bakersfield; Carol Moore. 5 pages.

A skill unit that includes measurable and general objectives, suggested instructional materials, and student activities for teaching spirit mimeograph and offset duplicating processes. Order ID 003 121.15.

A	B	C	D	E	F	G	H	I
X	X							

OFFSET DUPLICATING. El Dorado Union High School District, Ponderosa High School, Placerville; Robert M. Close, 1970. 12 pages.

A skill unit that includes general and measurable objectives, suggested class activities, a bibliography, and other teaching sources. Supplies and equipment needed for teaching the offset are listed. Order ID 003 121.16.

A	B	C	D	E	F	G	H	I
X			X					

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X		X	X		

TYPING A FLUID MASTER. Escondido Union High School District, Escondido High School, Escondido; A. Irene Brouillet, 1972. 10 pages.

In this learning activity package the student is directed in typing fluid process masters on manual and electric typewriters. In addition, instructions are given on how to correct errors, draw and write, and use multicolors on a fluid process master. Duplicating Machine Processes, Pasewark, South-Western Publishing Co. needed. Order ID 003 238.1.

HOW TO TYPE AND RUN A STENCIL. Howard G. Graubner, 1972. 20 pages.

The purpose of this learning activity package is to help the learner understand the process of stencil duplication and to develop the ability to type stencils which will produce legible copies and to run copies off on a mimeograph machine. Order ID 003 238.10.

A	B	C	D	E	F	G	H	I
	X	X	X			X		

OPERATING THE FLUID DUPLICATING MACHINE. Escondido High School; A. Irene Brouillet, 1972. 11 pages.

A student learning activity package on how to prepare and operate the Rocke Fluid Duplicating Machine. Measurable objectives are stated. Pretest and answers are included. Package is written for use with Duplicating Machine Processes: Stencil and Fluid by William R. Pasewark, South-Western Publishing Company, 1971. Order ID 003 242.15.

A	B	C	D	E	F	G	H	I
		X	X	X		X		X

SCOPE (ILLUMINATING DRAWING BOARD). ABC Unified School District, ABC Adult School Office Occupations Center, Hawaiian Gardens; June Boardman, 1973. 14 pages.

A learning activity package on how to trace, shade, letter, rule, and make proper corrections on a stencil sheet while it is attached to a scope. Pre- and posttests and measurable objectives are included. Key not included. Order ID 003 256.41.

A	B	C	D	E	F	G	H	I
		X	X	X	X			X

SPIRIT OR FLUID DUPLICATOR. Tulare Union High School; Ron Schlotthauer, 1972. 16 pages.

A student learning package and teacher resource unit on the operation of the fluid duplicator and the steps in typing and correcting a spirit master. Posttest included. Key not included. Order ID 003 256.55.

A	B	C	D	E	F	G	H	I
		X			X			X

DESCRIPTORS

Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
A	B	C	D	E	F	G	H	I
		X					X	

201 - Duplicating (continued)

DUPLICATING. Ygnacio Valley High School, Concord. 8 pages.

Jobs in this activity are taken from Duplicating Machine Processes, Pasewark, South-Western Publishing Company; A. B. Dick Company Mimeograph Series; and Western Tape filmstrips. No tests or performance evaluations are included. Order ID 003 276.10.

CLERK - TYPIST SIMULATION #2 - DUPLICATING. Richmond Unified School District, Harry Ells High School, Richmond; Agnes Gowen, 1970. 12 pages.

Included in this learning activity package are two suggested activities. It contains information about equipment and supplies needed in duplicating and procedures to follow. Order ID 003 276.11.

A	B	C	D	E	F	G	H	I
X			X					

202 - Filing and Retrieving:

FILING CLERK - GUIDELINES. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 3 pages.

Guidelines for teachers and students serve as an important part of a certificated occupations program. These same guidelines serve as a job training description to be presented to a potential employer during an interview along with the certificates earned and a personal resume. Order ID 003 121.10.

A	B	C	D	E	F	G	H	I
X								

FILING - THE MEMORY OF BUSINESS. Source Unknown. 19 pages.

The rules for filing, equipment used in filing, steps in the filing process, and the four methods commonly used for filing are stated in this learning activity package. Measurable objectives are given. Pretest and posttest included. No keys included. Order ID 003 242.7.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

ALPHABETIC FILING. Quartz Hill High School, Lancaster; Austine Perry. 12 pages.

A student learning activity package on alphabetic filing. Student will learn the rules of alphabetic filing, indexing and cross-referencing. Measurable objectives are stated. Pretest, posttest, and bibliography are included. Package is developed for use with Gregg Quick Filing Practice, Kahn, Yerian, and Stewart, McGraw-Hill Book Co., Inc., 1961. Order ID 003 242.20.

A	B	C	D	E	F	G	H	I
	X	X	X	X	X	X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X				X		

ALPHABETICAL FILING - SECTION I. Lassen High School, Susanville; Rita Kennedy. 27 pages.

A student learning package on the basic rules for alphabetic filing. Written to be used in conjunction with Business Filing and Records Control, Third Edition, by Bassett, Agnew, and Goodman, South-Western Publishing Company, 1964. Measurable objectives and tests are included. Keys not included. Order ID 003 256.31.

OFFICE CORE COMPETENCY MODULES. Clovis Unified School District; Robert Fuller, 1972. 11 pages.

The following modules are included in this packet: filing, duplicating, petty cash, and handling the mail. Order ID 003 276.

A	B	C	D	E	F	G	H	I
X			X					

FILING AND RETRIEVING - OFFICE CORE. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness. 32 pages.

Packet for use by students in office core or general office. Ten activities and exercises. Correlated with Progressive Filing by Kahn, 8th Edition, McGraw-Hill. Order ID 003 276.4.

A	B	C	D	E	F	G	H	I
		X		X	X			

FILING AND RETRIEVING. Ygnacio Valley High School, Concord; 1974. 7 pages.

In this learning package you file documents alphabetically and numerically. Must have Business Filing and Records Control by Bassett, Agnew, and Goodman, 3rd Edition, South-Western Publishing Company. Order ID 003 276.8.

A	B	C	D	E	F	G	H	I
		X				X		

CLERK TYPIST - FILING (1 of 8 MODS). Los Angeles City Unified School District. 8 pages.

Student study guide to accompany Modern Clerical Practice by Friedman and Grossman, 3rd Edition, Pitman Publishing Corp. Includes competency test and key. Order ID 003 276.12.

A	B	C	D	E	F	G	H	I
		X			X	X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
	Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
	X	X	X	X	X	X	X	

203 - Mail (Incoming and Outgoing):

CLASSES OF DOMESTIC MAIL AND SPECIAL MAILING SERVICES. Dwight Wentzel, 1972. 17 pages.

A student learning activity package on how to identify and handle domestic mail services and special domestic mail services. Measurable objectives are stated. Pretest, posttest, and answers are included. Use of multimedia is suggested. This package is developed for use with Secretarial Procedures and Administration, Hanna, Popham, Beamer, 5th Edition, South-Western Publishing Company, 1968. Order ID 003 242.18.

MOUNTAINS OF MAIL: THE NEW WAY TO ADDRESS ENVELOPES. Edgewood High School, West Covina; Mae M. Elley, 1971. 8 pages.

A student learning package on how to address envelopes using the state abbreviations. The purpose of the optical character reader used by the postal system is described. Order ID 003 242.25.

A	B	C	D	E	F	G	H	I
		X						

INCOMING AND OUTGOING MAIL PROCEDURES. Visalia Unified School District; 1973. 27 pages.

A student learning package on how to handle mail. The student will be able to determine the different classes of mail and calculate the amount of postage on a group of 20 mail items; learn the state postal abbreviations and type transmittable telegrams. Measurable objectives, pretest, posttest, and solutions are included. Order ID 003 256.48.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

LETTER FOLDING AND INSERTING PROCEDURE. South San Francisco Unified School District, South San Francisco High School; Claire K. Mitchell, 1973. 4 pages.

A script for a slide/tape instruction on how to properly fold and insert letters in the three types of commonly used business envelopes--small size, large size, and window envelopes. Script is written for 27 slides. Order ID 003 258.30.

A	B	C	D	E	F	G	H	I
X			X					

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
	X		X			X		X

204 - Petty Cash:

HANDLING A PETTY CASH FUND. Pittsburg Unified School District; Nancy A. Hughes. 8 pages.

This occupational competence unit contains a brief orientation, terminal performance objectives written in detail, and a list of suggested activities and vocabulary. Order ID 003 255.2.

BUSINESS RECORDS - PETTY CASH. Santa Clara Unified School District, Buchser High School, Santa Clara; Bob McGinness, 1975. 34 pages.

Learning activity package for students completing the office core. Covers a variety of simple business records. Used with General Recordkeeping, 6th Edition, by Huffman, McGraw-Hill Book Co. Order ID 003 276.3.

A	B	C	D	E	F	G	H	I
				X		X		

205 - Spelling:

WORD DISCRIMINATION OF SOUND-ALIKE WORDS. Odell Kirchner, 1971. 16 pages.

The student takes a pretest on sound-alike words; determines his ability to distinguish between sound-alike words; does further study in the LAP if necessary; and then takes a posttest. Order ID 003 106.4.

A	B	C	D	E	F	G	H	I
X		X	X	X	X			

206 - Typing:

TYPING I. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 10 pages.

Goals, objectives, and skill tasks are outlined for a one-year course in typing. The course is geared to initiate preparation for a certificated occupation program. The evaluation and testing standards are based on the typical student and age of manual typewriters of this school. Considerable detail in presenting the skill tasks is necessary to standardize procedure, especially for inexperienced teachers or teachers new to the department. Order ID 003 123.2.

A	B	C	D	E	F	G	H	I
X			X					

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X						

TYPEWRITING MEMORY SPHERES. Ruth Low, 1971. 10 pages.

This student activity package is designed to instruct the student on creating a memory sphere on a typewriter with Elite type. Various rules and principles of typewriting fundamentals are typed. Creating such a sphere and having it available for reference is to help the student understand various typewriting fundamentals. Order ID 003 123.7.

PREPARING A ONE-COLOR STENCIL. Gilbert High School; Dicus, 1971. 5 pages.

Forty steps are presented in this student LAP to take the student from the very beginning to the completed process of preparing a one-color stencil to the point where it may be run off on the mimeograph machine. Order ID 003 123.8.

A	B	C	D	E	F	G	H	I
	X	X						

DO YOU KNOW HOW TO PROPERLY ADDRESS AN ENVELOPE? Kimberly Ann Stutes, 1972. 33 pages.

The purpose of this learning activity package is to instruct the student in the most current and up-to-date method of addressing an envelope. Two-letter state abbreviations and Zip Codes are used in the material. Order ID 003 238.

A	B	C	D	E	F	G	H	I
	X	X		X	X			

TYPING FOOTNOTES. San Diego Unified School District, Midway Adult School, San Diego; Leona Plummer, 1972. 17 pages.

This learning activity package is correlated with 20th Century Typewriting, Ninth Edition, South-Western Publishing Company. The package expands on the use and purpose of a footnote; a script is included in the package, and it may be used for taping. A copy for an overhead transparency is also included with the package. Order ID 003 238.2.

A	B	C	D	E	F	G	H	I
	X	X				X		

SIMPLE BEGINNING MANUSCRIPT. San Marino High School, San Marino; Janet Rutz, 1972. 12 pages.

This learning activity package is to be presented early in the course of a personal typewriting class. It is assumed that the student has had no previous experience in the typing of reports and manuscripts. The material in this package contains no footnotes, title page, or bibliography (hence the term "simple"). Order ID 003 238.4.

A	B	C	D	E	F	G	H	I
		X		X	X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X					

TYPING REVIEW. Yosemite High School, Merced; George W. Gallaher, 1972. 59 pages.

This learning activity package assumes the student has had some instruction in all of these areas: correcting errors, rough drafts, business letters, personal business letters, addressing envelopes and postal cards, tabulated tables, outlines, reports, statement of account and invoices. The review in each section could be used as a first-time learning experience because of the manner in which it is presented. Each section contains a pretest, required learning activities, and a posttest. No keys included. Order ID 003 238.5.

SPEED AND ACCURACY TYPING LAP. Ceres High School, Ceres; Ruth Bunding, 1972. 25 pages.

In this learning activity package, the learner may work on improvement in his accuracy and speed skills. Special directions and practice material are provided for such techniques as proper typing position, correct stroking and fingering, reading response, continuity and rhythm, use of operative parts, and spelling improvement. Order ID 003 238.6.

A	B	C	D	E	F	G	H	I
	X	X						

BUSINESS LETTERS. Los Angeles City Unified School District, El Sereno Junior High School; Esther Key, 1972. 34 pages.

The purpose of this learning activity package is to provide material for the student to learn to type a mailable letter and envelope. The material is correlated with Personal Typing, 2nd Edition, by Wanous and Haggblade. Also included with the package is material for transparencies which the learner may use at various points. Order ID 003 238.7.

A	B	C	D	E	F	G	H	I
		X	X			X	X	

TABULATIONS. Lawndale High School, Lawndale; Paula J. Gordon, 1972. 20 pages.

In this learning activity package, the learner can work independently on material to set up columnar tables which are centered correctly horizontally and which have headings over the columns. Posttest is included with answer key. Order ID 003 238.8.

A	B	C	D	E	F	G	H	I
		X	X		X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X			X		

TYPING THE ALPHABET. Lincoln High School, Stockton, and Oakdale High School, Oakdale; Mona C. Smith and Al Fahey, 18 pages.

This learning activity package is designed to allow for individual student progress in learning the alphabetic keys on the typewriter. It is correlated with Century 21 Typewriting by South-Western Publishing Company. Its use would be beneficial to the late enrollee, the disadvantaged student, or the student who has had some typewriting instruction and wishes to "start over." Order ID 003 238.11.

TYPING INDEX CARDS, CARBON PACKS, ENVELOPES, FOLDING LETTERS, AND TYPING POST CARDS. Lodi Unified School District, Lodi High School, Lodi; Gladys Watson, 1972. 21 pages.

This learning activity package may be used by the student independently from a textbook. It is designed to assist the student in developing skill in typing envelopes, post cards, index cards, carbon copies, and in folding letters. It contains complete instructions, exercises, and a posttest. Order ID 003 238.12.

A	B	C	D	E	F	G	H	I
		X			X	X		

ADVANCED TABULATION (TYPING). Hughson High School, Hughson; Hal Bernstrom, 1972. 16 pages.

Before attempting this learning activity package, the learner must have had an introduction to tabulation. The package is correlated with Century 21 Typewriting published by South-Western Publishing Company. It also includes typing material for a tabulated report from unarranged and rough draft copy. Order ID 003 238.14.

A	B	C	D	E	F	G	H	I
		X			X	X		

PROOFREADING - TYPED DOCUMENTS. Source Unknown. 6 pages.

A teacher resource unit that includes general and measurable objectives, suggested instructional materials, and student activities for teaching proofreading skills. Order ID 003 256.14.

A	B	C	D	E	F	G	H	I
X	X		X					

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X	X		X					

BUSINESS LETTERS. Lilliana Malberg. 8 pages.

An instructional unit for teaching various lengths and styles of business letters. Includes a bibliography and suggested student activities. Order ID 003 256.16.

MIMEOGRAPH DUPLICATOR - TYPING THE STENCIL. Source Unknown. 1974. 6 pages.

A student LAP describing a stencil and giving directions to prepare the typewriter, type a stencil, and make corrections. Activities require the use of two textbooks, Gregg Vocational Typing 191 and Duplicating Machine Processes. Order ID 003 256.62.

A	B	C	D	E	F	G	H	I
		X	X			X		

FLUID DUPLICATOR - TYPING A FLUID MASTERSET. Source Unknown. 1974. 6 pages.

A student LAP describing a masterset and giving directions to prepare the typewriter, type a masterset, and make corrections. Activities require the use of the Duplicating Machine Processes textbook. Order ID 003 256.63.

A	B	C	D	E	F	G	H	I
		X	X			X		

PROOFREADING IMPROVEMENT. Anita Anderson, 1970. 9 pages.

A teacher resource unit with methods and procedures for teaching proofreading. A bibliography of textbooks and pamphlets is included, along with suggested student activities for learning the fundamentals of proofreading. Order ID 003 258.2.

A	B	C	D	E	F	G	H	I
X	X							

PRODUCING A MAILABLE LETTER. Monache High School, Porterville; Kim Corbin, 1971. 14 pages.

By working through this programmed LAP, the student identifies qualities that make a letter mailable, and follows directions for activities to produce mailable copy. Keys to activities are not included. Order ID 003 258.8.

A	B	C	D	E	F	G	H	I
X	X	X	X			X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X		X	X					X

CORRECTING TYPING ERRORS. Midwest High School; Nancy Ingrum, 1972. 11 pages.

Student learns to correct typing errors using typewriter eraser, Ko-rec-type, liquid paper, and an envelope window. Includes measurable objectives and learning activities. Order ID 003 258.14.

SCRIPT - TYPING LETTERS. Sequoia Union High School District, Ravenswood High School, East Palo Alto; 1973. 5 pages.

A script for a unit of instruction to help the student learn the format used for letters at Standard Oil Company of California. Concentrates on format used and gives tips to the stenographer or typist in the areas of spelling, grammar, and punctuation. Script is written to go along with 24 slides. Order ID 003 258.28.

A	B	C	D	E	F	G	H	I
X								

IBM SELECTRIC TYPEWRITER. Harry Ells High School; Mary L. Coffey, 1973. 4 pages.

A script for a slide/tape presentation demonstrating the different parts of the typewriter that will help the student in typing stencils and carbon copies. Narrative is written for 30 slides. Order ID 003 258.29.

A	B	C	D	E	F	G	H	I
X								

STENCILS. ABC Unified School District, ABC Adult School Office Occupations Center, Hawaiian Gardens; June Boardman, 1973. 17 pages.

A student LAP on stencils. Activities include how to assemble a stencil pack; how to align the stencil in the typewriter; how to use the stencil guide markings for copy placement; and how to type, splice, and make corrections. Pretest, posttest, and measurable objectives are included. Keys to tests are not included. Order ID 003 258.33.

A	B	C	D	E	F	G	H	I
		X	X	X	X			X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X	X	X			X

SPIRIT MASTERSET. ABC Unified School District, ABC Adult School Office Occupations Center, Hawaiian Gardens; June Boardman, 1973. 17 pages.

A student LAP on how to type, trace, shade, letter and make corrections on a spirit or fluid masterset. Pretest, posttest, and measurable objectives are included. Keys to tests are not included. Order ID 003 258.34.

OUTLINES AND MANUSCRIPTS - LAP 2. San Mateo Union High School District, Aragon High School, San Mateo; Marilyn Lee. 24 pages.

A student learning package on typing outlines and manuscripts. The student will learn the proper arrangement; use and identification of proofreader's marks; rules concerning margins, spacing, and headings; and type from unarranged copy. Measurable objectives, and self-test are included. Package is written to correlate with textbook, Gregg Typing, 191 Series. Order ID 003 258.41.

A	B	C	D	E	F	G	H	I
		X	X	X		X		

REVIEW - LAP 4. San Mateo Union High School District; Donald E. Tingley. 21 pages.

Self-contained LAP #4 of Phased Typing Program where the student reviews typing letters, envelopes, tables, outlines, and manuscripts in ten different activities. General objectives are stated. Order ID 003 258.42.

A	B	C	D	E	F	G	H	I
		X	X					

HOW TO TYPE DIRECT PROCESS MASTERS. Schurr High School, Montebello; Mary R. Fisher, 1971. 16 pages.

Directions for typing and making corrections on a master are included in this learning activity package. The self-directed activity also includes pretest and posttest materials; keys are not included. Order ID 003 258.51.

A	B	C	D	E	F	G	H	I
	X	X	X	X	X			

ADDRESSING ENVELOPES. Foothill High School, Santa Ana; Angela Satterlee. 21 pages.

This self-contained LAP is designed to teach the student how to type addresses on envelopes according to the recommendations of the United States Postal Service. Posttest is included. Key is not included. Order ID 003 258.54.

A	B	C	D	E	F	G	H	I
		X	X		X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X	X	X	X		

SUCCESSFUL LETTERS. King City High School, King City; Nicholas Munoz, Jr. 15 pages.

A student LAP correlated with 20th Century Typing, Ninth Edition, South-Western Publishing Company. Designed to develop ability to type letters from unarranged copy and to proofread the typed material with acceptable standards. Keys not included. Order ID 003 258.55.

TYPEWRITING - CORRECTING WITH CHALK-COATED PAPER. San Ramon Unified School District, Monte Vista High School and San Ramon High School; 1973. 4 pages.

A	B	C	D	E	F	G	H	I
		X						

Students make corrections using chalk-coated paper. Disadvantages are explained. Test VI is mentioned, but is not included. Order ID 003 258.82.

TYPEWRITING. La Canada Unified School District, La Canada High School; Buzz Burner, 1973. 55 pages.

A	B	C	D	E	F	G	H	I
X		X	X			X		

Course of study outlines for Typewriting 1 AB and 2 AB. Materials are correlated with Century 21 Typewriting, complete course, by Lessenberry, South-Western Publishing Company. Order ID 003 258.84.

TYPEWRITING - REVIEW CENTERING. San Ramon High School, Danville; 1974. 6 pages.

A	B	C	D	E	F	G	H	I
		X						

Students review horizontal and vertical centering. No pre- or posttest. Order ID 003 258.88.

TYPEWRITING. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1975. 11 pages.

A	B	C	D	E	F	G	H	I
		X	X			X		

A student guide for a one-year course in typewriting using the text, Gregg Typing 300. Order ID 003 276.2.

TYPING A MEMO AND ATTACHMENTS FOR MAILING. Ygnacio Valley High School, Concord; 1974. 23 pages.

A	B	C	D	E	F	G	H	I
		X				X		

A 35-minute typing job includes use of memo, bill of lading, envelopes, and carbon paper. Other shorter and longer jobs are given referring to South-Western 20th Century text. Performance objectives with time and efficiency are stated for use of index cards, postal cards, invoices, and envelopes. Order ID 003 276.7.

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X					

206 - Typing (continued)

TYPEWRITING, JOB PREPARATION ACTIVITIES. Buchser High School, Santa Clara. 9 pages.

A learning activity package designed to introduce the student to Buchser High School's individualized method of learning to type and the State Program Guide (common core, 16 competencies). The goals of the program, teaching/learning methods, and grading/credit policies are included. No pretest or posttest necessary. Order ID 003 276.9.

207 - Working with People:

CAN I GET THE JOB? Source Unknown. 21 pages.

Included are lists of questions frequently asked by prospective employers at job interviews, a sample personal data sheet, and a list of negative factors which frequently lead to rejection of the job applicant. Order ID 003 265.8.

A	B	C	D	E	F	G	H	I
X								

DRESSING PROPERLY FOR A PERSONAL INTERVIEW. San Francisco Unified School District, Woodrow Wilson High School, San Francisco; Aline N. Bailey, 1973. 4 pages.

A script for a slide/tape presentation on how to dress for a personal interview. Includes tips on hair, dress, hands, face and posture. Narrative is written for 29 slides (not included). Order ID 003 265.15.

A	B	C	D	E	F	G	H	I
X							X	

WORKING WITH PEOPLE. Buchser High School, Santa Clara; 1974. 28 pages.

A student learning package designed for CBEPG, Office Core Competency 207. The student is given a Business Behavior Guide and information to identify his strengths and weaknesses and those of other classmates. Models of employee rating forms guide the student in developing a 20-point form that could be used in school. Problem situations involving employer/employee, employee/employee, and employee/public are also given for solution. Suggested solutions to these eleven problem situations are included. Order ID 003 276.5.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X	X							

208 - Written Communication:

PREPARING ORIGINAL CORRESPONDENCE. Delta High School; Roberta Hover, 1970. 8 pages.

A teacher resource unit presented with general objectives. A pretest and a posttest are both included with the unit. A bibliography of instructional materials suggests assignments for the unit. The aim is to provide a learning unit for the student so he can create correspondence in response to specific situations. Order ID 003 123.

CLERICAL AND CIVIL SERVICE TRAINING - SECTION 1-5. Lassen High School; Rita Kennedy. 12 pages.

A student learning package on Civil Service and Clerical Training Preparation designed for a semester-length course divided into five sections. Instructional material to be used in conjunction with Intensive Clerical and Civil Service Training, Fourth Edition, by Robert Fisher, South-Western Publishing Company, 1968. Measurable objectives are given. Order ID 003 256.30.

A	B	C	D	E	F	G	H	I
		X	X			X		

WRITTEN COMMUNICATIONS. Buchser High School, Santa Clara; 1973. 28 pages.

A student guide to three textbooks: Typing Mailable Letters, Punctuation Drills and Exercises, English Usage Drills and Exercises. Pretest and posttest are included without the keys. Order ID 003 276.1.

A	B	C	D	E	F	G	H	I
		X	X			X		

PUNCTUATION REVIEW. Los Angeles City Unified School District. 14 pages.

Student activities to review end punctuation and comma usage. Contains rules and practice exercises. Keys are included. Order ID 003 276.6.

A	B	C	D	E	F	G	H	I
		X						

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X	X		X					X

300 General Office Clerk

301 - Adding Machine:

SHORT-CUT MULTIPLICATION ON TEN-KEY. Kern High School District, Bakersfield High School, Bakersfield; Roy E. Fussel. 8 pages.

A unit of instruction on short-cut multiplication on the ten-key adding listing machine. Measurable objectives, instructional materials, and multimedia that can be used along with suggested student activities and different evaluating techniques are provided for the teacher. Order ID 003 256.2.

COMPUTATION OF CHAIN DISCOUNTS ON TEN-KEY ADDING MACHINES. Bellflower High School; Juanita Harper. 8 pages.

A student learning activity package on computing chain discounts of three operations on the Ten-Key Adding Machine. Tests and answers included. Order ID 003 256.17.

A	B	C	D	E	F	G	H	I
		X		X	X			

ADVANCED ADDING AND CALCULATING MACHINES. Visalia Unified School District, Visalia. 16 pages.

A student learning guide for use in conjunction with the text, Office Machines Course, Cornelia, Pasewark, Agnew, South-Western Publishing Company. Includes general instructions and a brief statement of activities and performance objectives. Order ID 003 256.21.

A	B	C	D	E	F	G	H	I
		X	X			X		X

TEN-KEY ADD-LISTING MACHINE. ABC Unified School District, ABC Adult School, Hawaiian Gardens; Jack Wagon, 1972. 23 pages.

A learning activity package including objectives, instructions, problem material, and tests. A chart for the use of reciprocals is supplied. For use in secondary and adult training. Practice in touch addition and other machine functions. Keys not included. Order ID 003 256.22.

A	B	C	D	E	F	G	H	I
		X	X					X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obl.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X			X	X		X

301 - Adding Machine (continued)

TEN-KEY LAP - 301 COMPETENCY. ABC Unified School District, Cerritos High School, Cerritos; Mary Katharine Boston, 1975. 19 pages.

This LAP is designed to follow the LAP, TEN-KEY - 101 COMPETENCY. It guides the student through the requirements for General Office Clerk Adding Machine Competency 301. The assignments are taken from Ten-Key Adding Listing Machine Course, Fourth Edition, Pasewark and Cornelia by South-Western Publishing Company. A test to verify the competency is included.

The LAP is developed to enable the student to work at his own pace. Only work that is necessary for the 301 competency is included to enable the student to meet his goal as quickly as possible. Order ID 003 282.

10-KEY ADDING MACHINES. Huntington Beach Union High School District, Fountain Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 35 pages.

A LAP providing practice in addition, subtraction, and multiplication of whole numbers and decimals using a Friden 211 or 213 ten-key adding machine. Touch method is mentioned but not stressed. Speed is not stressed. Answers to problems are part of package. Pretest and posttest are included (test keys are not available). Measurable objective stated. Order ID 003 282.2.

A	B	C	D	E	F	G	H	I
		X	X	X	X			X

TEN-KEY. Ygnacio Valley High School, Concord; 1974. 32 pages.

Activities in this learning package include how to operate the adding machine, how to use subtotals and decimals, and how to perfect the touch system. No posttest. Order ID 003 282.3.

A	B	C	D	E	F	G	H	I
		X	X					X

302 - Filing and Retrieving:

NUMERICAL FILING. Jan Mensendick. 7 pages.

A skill unit that includes general objectives, suggested instructional materials and student activities for teaching numerical filing and its basic functions. Order ID 003 256.11.

A	B	C	D	E	F	G	H	I
X	X		X					X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X			X		

ADVANCED FILING. Visalia Unified School District. 20 pages.

A student learning package on alphabetic, numeric, geographic, and subject filing. Includes preparation of cross-reference slips. Measurable objectives are stated. The unit is written to correlate with Business Filing and Records Control, Third Edition, Bassett, Agnew and Goodman, and Filing Office Practice, Business Filing and Records Control Practice Set, Third Edition. Order ID 003 256.19.

ALPHABETIC FILING. Visalia Unified School District. 10 pages.

A student learning package on alphabetic filing. Includes filing names of individuals, business, and government names. Measurable objectives are stated. The unit is written to correlate with Alphabetic Indexing, third edition, Mearl R. Guthrie, South-Western Publishing Company. Order ID 003 256.23.

A	B	C	D	E	F	G	H	I
		X	X	X		X		

ALPHABETIC CORRESPONDENCE FILING - SECTION II. Lassen High School, Susanville; Rita Kennedy. 17 pages.

A student learning package on the application of basic alphabetic filing rules to correspondence filing. Written for use with Business Filing and Records Control, Third Edition by Ernest C. Bassett, Peter L. Agnew, and David G. Goodman, South-Western Publishing Company. Measurable objectives, tests, and answers are included. Order ID 003 256.27.

A	B	C	D	E	F	G	H	I
		X	X		X	X		

GEOGRAPHIC, NUMERIC, AND SUBJECT FILING - SECTION III. Lassen High School, Susanville; Rita Kennedy. 22 pages.

A student learning package integrating the basic filing rules previously learned into special rules governing geographic, numeric, and subject filing. Written for use with Business Filing and Records Control, Third Edition, by Bassett, Agnew and Goodman, South-Western Publishing Company. Measurable objectives and final filing test are included. Keys are not included. Order ID 003 256.28.

A	B	C	D	E	F	G	H	I
		X	X			X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X		X		X		

302 - Filing and Retrieving (continued)

ALPHABETIC FILING. Sequoia Union High School District, Ravenswood High School, East Palo Alto; 1973. 28 pages.

Assignment sheets on Alphabetic Filing that correlate with textbook, Progressive Filing, Seventh Edition, Kahn, Yerian, Stewart. Pretest and achievement tests are included. Order ID 003 256.54.

303 - Mail (Incoming and Outgoing):

MAIL AND SHIPPING. San Diego City Schools, Memorial Jr. High School, San Diego; Lucille H. Young. 51 pages.

A self-contained student LAP on postal services and methods of shipping with related exercises. Also included are definitions of shipping terms and answer sheets. Order ID 003 256.57.

A	B	C	D	E	F	G	H	I
X		X	X	X	X			

CLERK TYPIST-MAIL (1 of 8 MODS). Los Angeles City Unified School District. 9 pages.

Student study guide to accompany Modern Clerical Practice, 3rd Edition, by Friedman and Grossman. Includes competency test and key for incoming and outgoing mail. Order ID 003 282.1.

A	B	C	D	E	F	G	H	I
	X	X			X	X		

304 - References, Manuals, Directories, Catalogs:

REFERENCE MANUAL FOR OFFICE WORKERS. Source Unknown. 1974. 7 pages.

This student LAP on using an office reference manual includes instructions and four activities. Reference Manual for Office Workers, South-Western Publishing Company, is required to complete the activities. Keys to LAP are not included. Order ID 003 256.68.

A	B	C	D	E	F	G	H	I
X		X	X			X		

THESAURUS. Source Unknown. 1974. 5 pages.

A LAP to give information and practice in the use of a thesaurus. Includes stated objective, introduction, and three practice assignments. Order ID 003 257.4.

A	B	C	D	E	F	G	H	I
		X				X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

304 - References, Manuals, Directories, Catalogs (continued)

TIMETABLES. Source Unknown. 1974. 14 pages.

A LAP to provide information and practice in reading public transportation timetables. Includes introduction, sample timetables, and three learning activity assignments. Order ID 003 257.5.

A	B	C	D	E	F	G	H	I
X		X	X					

HOTEL GUIDEBOOKS. Source Unknown. 1974. 5 pages.

A student LAP with objective, introduction, instructions, and four activity assignments requiring the use of the Hotel and Motel Guidebooks or Red Book. Order ID 003 257.6.

A	B	C	D	E	F	G	H	I
X		X	X			X		

305 - Simple Business Records:

CLERICAL PRACTICE. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 6 pages.

Goals, objectives, and skill tasks are outlined for a one-year certificated occupation course to train Clerk Typists and Office Clerks. The evaluation and testing standards are the results of the one year's experience in a pilot program. Order ID 003 121.12.

A	B	C	D	E	F	G	H	I
X								

306 - Telephone:

HOW TO OPERATE THE 555 CORD SWITCHBOARD. Yuba City High School; 1971. 22 pages.

Operation of the 555 Cord Switchboard presented by the Office Education Laboratory of Yuba City High School. A complete description of the board with illustrations. Order ID 003 256.

A	B	C	D	E	F	G	H	I
X		X						X

PBX SKILL UNIT - 555 BOARD. Modesto City Schools, Modesto High School; Odessa Gamble and Lucille Pester, 1969. 10 pages.

A skill unit that includes a pretest, objectives, resources, and bibliography for the teacher, and suggested student activities in teaching the PBX. Key is not included. Order ID 003 256.7.

A	B	C	D	E	F	G	H	I
	X		X		X			

DESCRIPTORS

306 - Telephone (continued)

TELEPHONE: TAKING INCOMING CALLS. San Francisco Unified School District; 1969. 10 pages.

A skill unit that outlines personal qualities desired in taking incoming calls, entry-level jobs identified with use of the telephone, instructional material for student and/or instructor, and techniques to be used for evaluation. General and measurable objectives are stated, and suggestions on how to use the unit are provided. Order ID 003 256.8.

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X	X		X				X	X

MATERIAL FOR USING THE TELEPHONE. Helen K. Higgins, 1969. 8 pages.

A skill unit on supplementary materials and class activities on how to use the telephone in different office situations. Measurable objectives are included. Order ID 003 256.9.

A	B	C	D	E	F	G	H	I
X	X							X

400 Clerk-Typist

401 - Spelling:

PROOFREADING STUDENT PACKET. Source Unknown. 17 pages.

This illustrated learning activity package includes information and exercises on proofreading words and numbers. It recommends the use of the EDL Skill Builder and has a pretest and a posttest. Keys are not available. Order ID 003 265.48.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

402 - Typing:

TYPING & CORRECTING IMAGE MASTER. Mildred S. Hill, 1970. 22 pages.

An instructor's guide for typing and correcting a direct image master (offset) and a student LAP are presented in this material. Both a pretest and a posttest are provided for the student along with specific learning objectives that should be mastered by the student when completing the unit. Explicit work assignments for typing an offset master are given for the student to follow. No answers are enclosed. Order ID 003 123.1.

A	B	C	D	E	F	G	H	I
X		X	X		X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X		X			

CORE TYPING OF OUTLINES, REPORTS, AND SIMPLE MANUSCRIPTS. Mt. View High School; Slavich, Steuart, Vidal. 14 pages.

Contained in this learning activity package is a self-checking test and the instructional procedures for typing a simple manuscript and an outline. It is especially designed for a student who is working on individual progress. Order ID 003 123.6.

CARBON PAPER. Mt. View High School; Slavich, Steuart, Vidal. 10 pages.

This student LAP is written in both English and Spanish. It is designed for instruction on how to place carbon paper into paper packs, to make corrections, and to apply the use of typing with carbon sheets. A self-checking test is included. Order ID 003 123.9.

A	B	C	D	E	F	G	H	I
	X	X	X					

IBM MAGNETIC TAPE SELECTRIC TYPEWRITER - PREPARING FORM LETTERS. Pasadena City College; Donald Busche, 1972. 53 pages.

This learning activity package provides materials for learning how to record and play back form letters on the MT/ST by using two tapes, the auto search code button, and the switch code button. The package contains an abundance of practice materials which the learner is able to use independently. Order ID 003 238.9.

A	B	C	D	E	F	G	H	I
		X	X		X			

TYPING SIMPLE TABULATED COLUMNAR (TABLE) FORM. Manteca High School, Manteca; Carl Lutz, 1972. 14 pages.

This learning activity package is designed for the student who has not yet been introduced to columnar tabulation. Included in the package are a pretest, required activities which may be done independently from a textbook, a posttest, and a section for the student to "recycle" if he had problems on any of the sections. Order ID 003 238.15.

A	B	C	D	E	F	G	H	I
				X	X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X		X			

BUSINESS LETTERS WITH TABULATIONS. East Union High School, Manteca; Duane Papousek, 1972. 10 pages.

By working with this learning activity package, the student will be able to type correctly a letter with a tabulation from an unarranged draft. A number of good activities are included in the package which may be used by the student independently from a typewriting textbook. Order ID 003 238.16.

HORIZONTAL AND VERTICAL CENTERING. Manteca High School, Manteca; Judy Papousek, 1972. 13 pages.

This learning activity package is designed to be used with the student who has not yet been introduced to horizontal and vertical centering. A pretest, learning activities, and a posttest are included. No answer sheets. Order ID 003 238.17.

A	B	C	D	E	F	G	H	I
		X	X		X			

TYPING NUMBERS AND SYMBOL KEYS. Patterson High School, Modesto; H. E. Graham, 1972. 10 pages.

This learning activity package is correlated with Century 21 Typewriting by South-Western Publishing Company. The purpose is to help the learner type short sentences containing numbers as well as statistical material containing numbers, words, and symbols. Order ID 003 238.18.

A	B	C	D	E	F	G	H	I
		X				X		

PHASED TYPING PROGRAM - TABULATION LAP B. San Mateo Union High School District, San Mateo; Donald E. Tingley. 16 pages.

The purpose of this student learning activity packet is to help the student learn to identify open and ruled tables and to type them acceptably. The material is correlated with Gregg Typing, 191 Series. Self-checking devices are included in the LAP. Order ID 003 238.19.

A	B	C	D	E	F	G	H	I
		X				X		

TYPING AND CORRECTING A STENCIL. Carol Ann Staggs, 1971. 11 pages.

The purpose of this student learning activity packet is to direct and instruct the student in typing, correcting, and proofreading the copy of a stencil. These tasks are accomplished through typing a report which is included in the packet. Order ID 003 238.21.

A	B	C	D	E	F	G	H	I
X			X					

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X				X		

INTERMEDIATE TYPING, FORM LETTERS. Anaheim Union High School District; Karen Shaw. 9 pages.

The material in this package is correlated with 20th Century Typewriting, Ninth Edition. Procedures for typing form letters, criteria for mailability and self-checking devices are provided for the student in this LAP. Order ID 003 238.22.

THE IBM EXECUTIVE TYPEWRITER. Robert J. Forsberg. 19 pages.

By completing the tasks assigned in this learning activity package, the student will be able to learn the operative parts on an IBM Executive typewriter and also be able to set margins, center horizontally and vertically, correct errors, tabulate, and justify on the machine. Order ID 003 238.23.

A	B	C	D	E	F	G	H	I
		X	X		X			X

MODIFIED BLOCK STYLE LETTER, MIXED PUNCTUATION. North Salinas High School, Salinas; Natalino G. Cacciotti, 1971. 19 pages.

The student will learn to type business letters in modified block style with mixed punctuation in this learning activity package. Proof of achievement is based upon speed, accuracy, and proofreading of the letters typed. Self-evaluation checks are included in the unit for the students to use in checking their progress. Textbook required: 20th Century Typewriting, 1st Year Course, Ninth Edition, by Lessenberry, Crawford and Erickson, South-Western Publishing Company, 1967. Order ID 003 238.24.

A	B	C	D	E	F	G	H	I
		X	X	X		X		

BUSINESS LETTERS - ELECTRIC TYPEWRITER. San Benito Jt. Union High School, Hollister; Eddie Poole. 32 pages.

This learning activity package is designed for the student who has ability on the electric typewriter and who has completed the basics of typewriting. The student is to develop proficiency in typing different letter styles. Models of various letter styles are provided in this unit along with material to be typed by the student. Order ID 003 238.25.

A	B	C	D	E	F	G	H	I
		X			X			X

DESCRIPTORS

Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
A	B	C	D	E	F	G	H	I
X		X					X	X

TO TYPE A FORM LETTER ON THE MT/ST (Magnetic Tape - Selectric Typewriter). La Puente Adult Vocational Center, City of Industry; Jane Yourdan. 8 pages.

A student learning package on the steps to follow in setting up the MT/ST to type a form letter and insert personalized information. Equipment required: IBM Mag Tape Selectric Typewriter; audiovisual aids required: IBM 16 mm sound film (14 minutes) free; and IBM Mag Tape Selectric Typewriter Training Manuals, 1 and 2. Order ID 003 238.26.

TYPING A STENCIL. Contra Costa Girls' Center, Martinez; Gloria J. Duncan. 4 pages.

A	B	C	D	E	F	G	H	I
X		X					X	X

A script for a slide/tape presentation on how to type stencils to produce legible, uniform copies. Script is written for 31 slides. Order ID 003 256.40.

GOVERNMENT OFFICE. Source Unknown. 1974. 21 pages.

A	B	C	D	E	F	G	H	I
		X	X					

A student LAP containing objectives, and nine typing activities covering typing duties in a government office. Activity directions and problem materials are included. Order ID 003 256.65.

EXECUTIVE OFFICE. Source Unknown. 1974. 11 pages.

A	B	C	D	E	F	G	H	I
		X	X					

A student LAP containing introduction, objective, and eight typing activities covering typing duties in an executive office. Activity directions and problem materials are included. Order ID 003 256.66.

GENERAL/ADMINISTRATIVE OFFICE. Source Unknown. 1974. 11 pages.

A	B	C	D	E	F	G	H	I
		X						

A student becomes acquainted with typing jobs encountered in the general or administrative office by typing eight activities. Activity directions and problem materials are included. Order ID 003 256.74.

TABULATION - LAP 3. San Mateo Union High School District; Donald E. Tingley. 32 pages.

A	B	C	D	E	F	G	H	I
		X	X	X		X		

Students will be able to identify the common parts of a table, and typewrite in correctly arranged form a three or four column "open" table on completion of this learning activity package. Coordinated with Gregg Typing, 191 Series. Includes self-administered pretest (no key or standards for grading); cartoons, examples, illustrated directions; directions for back spacing and mathematical methods for centering horizontally. Order ID 003 258.44.

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X	X		X		

TABULATION - LAP 3B. San Mateo Union High School District; Donald E. Tingley. 16 pages.

Students who are able to arrange and type "open" tables will learn to identify common parts of both open and ruled tables and typewrite in correctly arranged form. Learning activity package correlates with Gregg Typing, 191 Series. Includes self-administered pretest with standards (no key); cartoons, examples, illustrated directions; time objective for each activity; typing from rough draft; typing tables in business letters. Order ID 003 258.45.

LONG REPORT - LAP 6. San Mateo Union High School District; Donald E. Tingley. 17 pages.

Students who can type unbound manuscripts with footnotes learn to type a 12-page, leftbound Correspondence Manual in Gregg Typing, 191 Series. No exemption procedure (pretest) is to be used with this LAP. Standards for speed and accuracy of production are given. Cartoons, examples, and illustrated directions augment text instructions. Order ID 003 258.46.

A	B	C	D	E	F	G	H	I
		X	X			X		

SO YOU WANT TO TYPE A LEFTBOUND MANUSCRIPT. Hueneme High School, Oxnard; Delores Rawlins. 22 pages.

Students who are able to type unbound manuscripts with footnotes, and who can use proofreader's marks, learn to type from rough draft a leftbound manuscript. Includes pretest (no key) and motivational cartoons and student evaluations. Order ID 003 258.47.

A	B	C	D	E	F	G	H	I
	X	X	X	X				

TYPING OUTLINES. Mission Bay High School; Jean Weisshaar, 1970. 45 pages.

Both a teacher resource unit and a programmed student learning activity package on typing outlines. A pretest, posttest, keys, and script for a tape on procedures for typing outlines are included. Order ID 003 258.53.

A	B	C	D	E	F	G	H	I
X	X	X	X	X	X			

TYPEWRITING - AGENDA, MINUTES, AND RESOLUTIONS. San Ramon Unified School District, Monte Vista High School and San Ramon High School; 1973. 12 pages.

Students learn to type an agenda, minutes, and resolutions. Correlated with Gregg Typing, 191 Series. Test VI is mentioned, but is not included. Order ID 003 258.83.

A	B	C	D	E	F	G	H	I
						X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X				X		

TYPEWRITING - FOOTNOTES. San Ramon High School, Danville; 1974. 9 pages.

Students learn to type footnotes using superior figures. Students make and use a "visual guide." Correlates with Gregg Typing, 191 Series. No pretest or posttest. Order ID 003 258.85.

TYPEWRITING - FIVE PAGE MANUSCRIPT. San Ramon High School, Danville; 1974. 5 pages.

A	B	C	D	E	F	G	H	I
	X	X				X		

Students learn to type a five page manuscript with footnotes. Correlates with Gregg Typing, 191 Series. No pretest or posttest. Order ID 003 258.86.

TYPEWRITING - OPEN TABLES. San Ramon High School, Danville; 1974. 12 pages.

A	B	C	D	E	F	G	H	I
		X	X					

Students who are able to center typed material horizontally on varying sizes of paper learn to typewrite in correctly arranged form a three or four column "open" table. Learning activity package correlates with Gregg Typing, 191 Series. No pretest or posttest. Order ID 003 258.87.

THE TECHNICAL OFFICE. Source Unknown. 1974. 22 pages.

A	B	C	D	E	F	G	H	I
X		X						

This LAP is intended to train for technical typing and related office skills. It includes an introduction, stated objectives, and information on photo reproduction. This is followed by eight learning assignments. No answers to problems. Order ID 003 258.89.

TYPEWRITING - TABULATION LAP - RULES TABLES. San Ramon High School, Danville; 1974. 5 pages.

A	B	C	D	E	F	G	H	I
X	X					X		

Provides an exercise on the tabulation of ruled tables. Intended to accompany Gregg Typing, 191 Series. No pretest or posttest. Order ID 003 258.92.

TABULATION LAP - ROUGH COPY. San Ramon High School, Danville; 1974. 4 pages.

A	B	C	D	E	F	G	H	I
X		X						

Provides three activity assignments on tabulating from rough draft copy. Intended to accompany Gregg Typing, 191 Series. Includes stated performance objectives and directions. Order ID 003 258.93.

DESCRIPTORS

	A	B	C	D	E	F	G	H	I
	Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
			X	X			X		

TABULATION LAP - TYPED RULED TABLES. San Ramon High School, Danville; 1974. 7 pages.

Designed to accompany Gregg Typing, 191 Series. Includes four activity assignments with problem material from perfect copy and rough draft. Order ID 003 258.94.

MANUSCRIPT LAPS. San Ramon High School, Danville; 1972. 15 pages.

A series of five LAPs related to the preparation of typed manuscripts. These include the paper line gauge, balance line, minor headings, unbound report style, and pivoting. The LAPs are designed to accompany Gregg Typing - 191 Series. Order ID 003 258.95.

A	B	C	D	E	F	G	H	I
X		X				X		

CLERK TYPIST - TYPING REVIEW (1 of 8 Mods). Los Angeles City Unified School District. 49 pages.

A self-contained instructional unit including a typing competency test and key. Reviews centering, tabulations, envelopes including zip, erasing, and carbon copies, cards, squeezing, and spreading. The text, Applied Business Typing, is used. Order ID 003 281.1.

A	B	C	D	E	F	G	H	I
		X	X	X	X	X		

CLERK - TYPIST SIMULATION. Richmond Unified School District, Harry Ells High School, Richmond; Agnes Gowen, 1970. 9 pages.

This LAP includes materials to produce a duplicated copy of the sales analysis, to produce an interoffice memo, and to duplicate a table. No teacher's key. Order ID 003 281.2.

A	B	C	D	E	F	G	H	I
		X						

CLERK - TYPIST SIMULATION. Richmond Unified School District, Harry Ells High School, Richmond; Agnes Gowen; 1970. 8 pages.

Activities in this LAP include typing on file cards, preparing mailing lists, typing letters and envelopes,and typing an outline from a handwritten rough draft. No teacher's key. Order ID 003 281.3.

A	B	C	D	E	F	G	H	I
X								X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X						

402 - Typing (continued)

CLERK TYPIST - PRACTICE SET (1 OF 8 MODS). Los Angeles City Unified School District. 4 pages.

Student study guide to accompany Office Typing, text, and envelope of working materials by Reigner. Answer key is not included. Order ID 003 281.4.

CLERK-TYPIST SIMULATION #4 COMPUTING & CALCULATING TABLES-CARBONS. Richmond Unified School District, Harry Ells High School, Richmond; Agnes Gowen; 1970. 14 pages.

This learning activity covers typing price lists and purchase orders. Included are practice forms which show commissions of salesmen. Order ID 003 287.

A	B	C	D	E	F	G	H	I
		X	X					

403 - Written Communication:

WRITTEN COMMUNICATIONS, TABLES, AND BAR GRAPH. Claremont Unified School District, Claremont High School, Claremont; 1972. 38 pages.

A student LAP correlated with Secretarial Office Procedures, South-Western Publishing Company, 1972, and consisting of three sections: Part I--the composition of ten different types of business letters and typing them in mailable form; and Parts II and III--the completion of a table and a bar graph. Order ID 003 263.2.

A	B	C	D	E	F	G	H	I
		X	X		X	X		

WRITING REPORTS & FORMS. Visalia Unified School District; 1972. 21 pages.

A student LAP correlating with Effective English for Business text and Secretarial Office Procedures text; and consisting of three parts: Part I - composing and typing a letter; Part II - tables; and Part III - bar graph. Order ID 003 263.5.

A	B	C	D	E	F	G	H	I
		X	X			X		

BUSINESS LETTERS. Visalia Unified School District; 1972. 32 pages.

A student LAP of ten business letter writing activities correlated with a number of specific textbooks provides the student with a variety of experiences in writing different kinds of business letters. Order ID 003 263.8.

A	B	C	D	E	F	G	H	I
		X	X			X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X			X		

403 - Written Communication (continued)

WRITTEN COMMUNICATIONS. ABC Unified School District, Office Occupations Center, Hawaiian Gardens; 1972. 19 pages.

A student learning guide on composing and typing mailable business letters. The LAP includes objectives, orientation, instructions, and correlated exercises. Typewriting Style Manual, South-Western Publishing Company. Order ID 003 263.11.

HOW TO WRITE A RESUME--HOW TO PREPARE FOR THE JOB INTERVIEW. Sweetwater Adult School, National City; 1972. 20 pages.

Materials and activities designed for use by adult students in preparation for job interviews are provided. Order ID 003 265.12.

A	B	C	D	E	F	G	H	I
		X					X	

WRITE A RESUME. Cerritos College at Rancholo Amigos, Downey; 1972. 15 pages.

Among the activities included for student use are preparation of a personal data sheet, a personal inventory form, and educational and work experience worksheets. Order ID 003 265.14.

A	B	C	D	E	F	G	H	I
		X				X		

500 Stenographer

502 - Typing and Transcribing:

MACHINE TRANSCRIPTION - GUIDELINES. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert W. McGinness, 1972. 4 pages.

These guidelines for the machine transcription serve as a job training description to be presented to a potential employer during an interview. Order ID 003 122.

A	B	C	D	E	F	G	H	I
X								

MACHINE TRANSCRIPTION. Mercy High School, Burlingame; Christine Wells. 16 pages.

A beginner's learning activity package on how to use transcribing machines. Measurable objectives are stated. Suggestions for the teacher on how to use LAPs are included. For use with Dictaphone Stenorette or IBM transcribers. Order ID 003 241.1.

A	B	C	D	E	F	G	H	I
X		X	X					X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

MACHINE SHORTHAND. College of the Desert, Palm Desert; Betty Lou Roche, 1971. 11 pages.

This learning activity package is developed for use with textbook, Touch Shorthand, Keyboard and Theory, Book 1, Nixdorf, 1967; and the Instruction/Dictation Tape Set. General and measurable objectives are stated. Order ID 003 241.2.

A	B	C	D	E	F	G	H	I
		X				X	X	X

INTERMEDIATE STENOGRAPHY. College of the Desert, Palm Desert; Josephine Gallegos, 1971. 17 pages.

A student learning activity package on developing word building power and transcription skills. General and measurable objectives are stated. Use of multimedia and tests are included. Package is designed for use with Gregg Shorthand in Colleges, Vol. II, Diamond Jubilee Series, by Leslie, Zoubek, and Hosler. Order ID 003 241.3.

A	B	C	D	E	F	G	H	I
		X				X	X	

MACHINE TRANSCRIPTION. Los Angeles Unified School District, Belmont Community Adult School; Marion E. Graff. 11 pages.

A student learning activity package on the introduction to Machine Transcription. Student will be able to produce a mailable transcript within a time limit. General and measurable objectives are stated. Self-test and key are included. For use with any transcribing machine. Suggested use with Dictaphone Secretarial Studies, Part I, or a Guide for the Edison Voice Writer published by McGraw-Edison Company. Order ID 003 241.4.

A	B	C	D	E	F	G	H	I
X	X	X			X			X

IBM EXECUTARY TRANSCRIBER. Source Unknown. 20 pages.

Student learning activity package on the IBM Executary Transcribing Machine. Answers are included for all questions. Order ID 003 242.14.

A	B	C	D	E	F	G	H	I
		X						X

THE VOICE TRANSCRIBER. Myrtle Rhoedes, 1970. 17 pages.

A student LAP on use of the voice transcriber. General and measurable objectives, instructional materials, and suggested class activities are provided for teacher's use. Order ID 003 256.6.

A	B	C	D	E	F	G	H	I
X	X		X					X

DESCRIPTORS

Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
A	B	C	D	E	F	G	H	I
		X	X			X		X

TRANSCRIBING MACHINES. Visalia Unified School District, Visalia. 21 pages.

A student learning package on use of the IBM Executary Transcription Machine. Measurable objectives are stated. The unit is written to correlate with Student's Guide - Transcription Skills for Word Processing, International Business Machines, 1969, and 31 programmed dictation belts. Order ID 003 256.24.

MACHINE TRANSCRIPTION - SECTION 1-4. Lassen High School, Susanville; Rita Kennedy. 24 pages.

A student learning package teaching the operation of transcribing equipment and the development of transcription techniques. The student will learn to coordinate hand and foot activities for smooth typing while operating the transcribing unit. Instructional material to be used with Transcription Technique with IBM Executary Dictation Equipment by IBM, 1960. Measurable objectives and grade check sheets are included. Order ID 003 256.29.

A	B	C	D	E	F	G	H	I
		X	X			X		X

INTRODUCTION TO MACHINE TRANSCRIPTION. Los Angeles Unified School District, Belmont Community Adult School; Marion E. Graff, 1973. 11 pages.

Two learning activity packages on typing a mailable transcript directly from the transcribing machine. Measurable objectives, pretest, and solution are included. Order ID 003 256.33.

A	B	C	D	E	F	G	H	I
	X	X	X	X				X

TRANSCRIBING. Santa Clara Unified School District, Buchser High School, Santa Clara; Bob McGinness, 1975. 9 pages.

A learning activity package using various media and methods to teach transcription to second-year stenographic students. Order ID 003 286.

A	B	C	D	E	F	G	H	I
		X	X			X	X	X

TRANSCRIBING MACHINE - IBM EXECUTARY MODEL 212. Buchser High School, Santa Clara, 1974. 11 pages.

A student learning package on the parts of the Executary Transcriber and on the ways of operating all machine parts is developed so it can be read by the student. Performance objectives are stated. Includes pretest and posttest. Keys are not included. Order ID 003 286.1.

A	B	C	D	E	F	G	H	I
		X		X	X			X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X		X	X	X	X	

601 - Service Accounting:

TRACKING DOWN TRIAL BALANCE. Grossmont Union High School District, Mt. Miguel High School, La Mesa; Martha Morris, 1972. 24 pages.

This unit is to be used in a beginning bookkeeping class with high school students. The unit is designed to assist the student in finding his own errors when his trial balance totals are not even. Answers for posttest found on page 127 of Century 21 Accounting, by Boynton, Swanson, and Forkner, South-Western Publishing Company, 1972. Makes use of transparencies and projector. Order ID 003 239.

THE EIGHT COLUMN WORKSHEET. Mt. Whitney High School; Ned Davis, 1971. 10 pages.

A LAP designed for use with publisher's transparencies to accompany 20th Century Bookkeeping and Accounting, 23rd Edition, South-Western Publishing Company. Order ID 003 239.3.

A	B	C	D	E	F	G	H	I
		X					X	X

RECORDKEEPING I. John Iskra, Jr., 1968. 21 pages.

An instructional package with three student learning activity packages:

(1) How to identify and verify business transactions from business documents or forms used by businesses.

(2) Recording business transactions in special journals for each type of business form.

(3) Totaling and proving journals and to know when they are arithmetically correct.

Measurable objectives are stated. Self-assessment test and other suggestions for evaluation are included. Order ID 003 242,23.

A	B	C	D	E	F	G	H	I
		X	X		X			

PREPARING TELLER'S BATCH SHEET AND JOURNAL ENTRIES. Yuba City High School, Yuba City; 1971. 7 pages.

A concise activity packet produced by the Office Education Laboratory of Yuba City High School on how to prepare teller's batch sheets and make journal entries. Use of the NCR 160 posting machine is indicated. Order ID 003 255.1.

A	B	C	D	E	F	G	H	I
		X						X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
	X	X	X			X	X	

THE BALANCE SHEET. Gene Havrilenko, 1969. 7 pages.

An occupational competency unit. Includes objectives, recommended instructional material, and activities. Order ID 003 255.3.

QUARTER PLAN, 60 DAY/12 WEEK, INDIVIDUAL PROFICIENCY STUDY FOR BOOKKEEPING AND ACCOUNTING 1B, QUARTER TWO. Big Bear High School, Big Bear Lake; Richard Burton, 1972. 9 pages.

This unit is designed for a year-round high school, based on quarter plan schedules. The program was written and intended to give the business education student a method of individualized learning success while providing for individual goals, motivation, and responsibility in a first-year bookkeeping and accounting course. Performance objectives, evaluation of performance objectives, level of performance selection for an A, B, or C grade, and individual performance activities are given. Order ID 003 255.6.

A	B	C	D	E	F	G	H	I
X			X			X		

QUARTER PLAN, 60 DAY/12 WEEK, INDIVIDUAL PROFICIENCY STUDY FOR BOOKKEEPING AND ACCOUNTING 1A, QUARTER ONE. Big Bear High School, Big Bear Lake; Richard Burton, 1972. 10 pages.

This program was written and intended to give the business education student a method of individualized learning success while providing for individual goals, motivation, and responsibility in a first-year bookkeeping and accounting course. Developed for a year-round high school, performance objectives, evaluation of performance objectives, level of performance selection for an A, B, or C grade, and individual performance activities are given. .Order ID 003 255.7.

A	B	C	D	E	F	G	H	I
X			X			X		

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X			X			X		

601 - Service Accounting (continued)

QUARTER PLAN, 60 DAY/12 WEEK, INDIVIDUAL PROFICIENCY STUDY FOR BOOKKEEPING AND ACCOUNTING 1C, QUARTER THREE. Big Bear High School, Big Bear Lake; Richard Burton, 1972. 9 pages.

This program was written and intended to give the business education student a method of individualized learning success while providing for individual goals, motivation, and responsibility in a first-year bookkeeping and accounting course. Developed for a year-round high school, based on a quarter plan schedule, performance objectives, evaluation of performance objectives, level of performance selection for an A, B, or C grade, and individual performance activities are given. Order ID 003 255.8.

CAREERS IN BOOKKEEPING. Modesto City School District, Modesto; Dorothy L. Brown. 39 pages.

Provides an introduction to bookkeeping through a series of job specifications. Outlines step-by-step procedures in performing designated bookkeeping tasks. Order ID 003 255.13.

A	B	C	D	E	F	G	H	I
X		X						

BOOKKEEPING - INDIVIDUALIZED. San Mateo County Schools, ROP Office Occupations Program, Burlingame; Charles F. Barrett, 1974. 49 pages.

Twelve individualized and programmed units in bookkeeping. The self-paced units are correlated with Accounting Essentials for Career Secretaries, Third Edition, Carlson, Carlson, and Burnett, South-Western Publishing Company, 1972. Order ID 003 255.16.

A	B	C	D	E	F	G	H	I
		X	X			X		

COMPUTING AND CALCULATING INTEREST. Richmond Unified School District, Harry Ells High School, Richmond; Agnes Gowen, 1970. 10 pages.

This learning activity package is designed to teach the student about promissory notes, due dates, and pertinent information related. Forms are included for the suggested activities. Order ID 003 280.1.

A	B	C	D	E	F	G	H	I
		X						

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
	X			X	X			

602 - Cash Accounting:

BANK STATEMENT RECONCILIATION. El Monte Union High School District, Mt. View High School; Gerry Hobbs, 32 pages.

A learning activity package including instructions for both teacher and student, problem material, sample business forms, transparency, tests, and answers. Order ID 003 239.2.

LEARNING ABOUT CHECKS. Sunset High School, West Covina; Betty Rouse, 1972. 19 pages.

A student learning activity package on checks with emphasis on how to prepare a deposit slip, how to write a check accurately, and how to endorse the checks you receive. Measurable objectives are stated. Pretest, posttest and answers are included. Package is developed to be used with General Business for Economic Understanding, 9th Edition, Crabbe, Debrum, and Haines, South-Western Publishing Company, 1966. Order ID 003 242.21.

A	B	C	D	E	F	G	H	I
		X	X	X	X	X		

BOOKKEEPING. Visalia Unified School District. 72 pages.

A student guide for use with 20th Century Bookkeeping and Accounting, 23rd Edition. Presents a combination of group and self-paced activities appropriate to the material. Includes objectives, scheduled assignments, and a series of terminal performance tests to be coordinated with the various units of work. Order ID 003 255.4. (Available only in microfiche.)

A	B	C	D	E	F	G	H	I
		X	X			X		

603 - Payroll Accounting:

PLEASE! NO ERRORS IN PAYROLL! Helen Edwards, 1972. 17 pages.

A learning activity package which includes directions for use by the teacher, pretest with answers, detailed procedure, sample problems including state and federal income withholding tables, and a posttest. Order ID 003 239.1.

A	B	C	D	E	F	G	H	I
		X	X		X			

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
	X	X				X		X

603 - Payroll Accounting (continued)

THE PAYROLL. Anaheim Union High School; Ann Chamberlain, 1971. 16 pages.

A learning activity package and competence unit designed to accompany the text, Clerical Payroll Procedures, 6th Edition, South-Western Publishing Company. Includes self-tests and answers. Order ID 003 255.14.

PAYROLL. Norwalk-La Mirada Unified School District, Norwalk High School, Norwalk. 15 pages.

A LAP containing various routine payroll jobs including timecards, deductions, payroll register, individual earnings records, checks, and stubs. Contains sample forms, tax tables, and working papers. No tests. Order ID 003 269.6.

A	B	C	D	E	F	G	H	I
		X						

604 - Merchandise Accounting:

AN INTRODUCTION TO ACCOUNTS PAYABLE. San Diego Unified School District, Midway Adult School, San Diego; Mary Mosson, 1972. 27 pages.

A LAP including problem material with sample working paper, transparencies, and a posttest. Intended for bookkeeping students who have difficulty grasping the relationship between controlling accounts and subsidiary ledgers. Order ID 003 239.4.

A	B	C	D	E	F	G	H	I
		X			X		X	X

606 - Government Accounting:

CALCULATING DEPRECIATION. Grant Jt. Union High School District, Rio Linda Sr. High School, Sacramento; Steven E. Abbot, 1970. 11 pages.

An occupational curriculum development unit. States overall, primary, and related objectives. Suggests activities and instructional materials. Describes typical methods of calculating depreciation. Order ID 003 255.

A	B	C	D	E	F	G	H	I
X	X		X			X	X	X

USING 10-KEY ADDING LISTING MACHINE. Bob Post. 10 pages.

A skill unit which includes measurable objectives, student and teacher instructional materials, and suggested class activities. Some entry-level jobs where knowledge of ten-key is identified are part of this unit. Order ID 003 256.10.

A	B	C	D	E	F	G	H	I
X	X		X					X

DESCRIPTORS

607 - Machine Calculating:

THE ELECTRONIC CALCULATOR. Sweetwater Union High School District, Castle Park High School, Chula Vista; Ray Griebel, 1972. 9 pages.

A student LAP on the operation of the electronic calculator. The pretest determines the math ability of high school students. Measurable objectives are stated. This package is developed for use with How to Use Adding and Calculating Machine, Walker, Roach and Hannah. Order ID 003 242.16.

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X			X		X

OPERATING TEN-KEY PRINT CALCULATOR. Bob Warren. 9 pages.

A skill unit that includes general and measurable objectives, suggested instructional materials, and student activities for teaching the operation of a ten-key printing calculator. Order ID 003 256.5.

A	B	C	D	E	F	G	H	I
X	X							X

OPERATING KEY DRIVEN CALCULATOR. Source Unknown. 8 pages.

A teacher resource unit that includes general and measurable objectives, a bibliography, and student activities for teaching the operation of a ten-key driven calculator. Order ID 003 256.12.

A	B	C	D	E	F	G	H	I
X	X		X					X

CALCULATING MACHINES. Canyon High School, Saugus; Conway Spitler. 13 pages.

This package describes the procedure in performing daily work, how credits are earned and what is required to receive credits. Measurable objectives for operation of Ten-Key Adding Listing Machine, Key Driven Calculator, Printing Calculator, and Rotary Calculator. Order ID 003 256.32.

A	B	C	D	E	F	G	H	I
X			X					

PRINTING CALCULATOR. Riverton High School and Lander Valley High School, Riverton, Wyoming; Jack Ratliff and Ruth Canning, 1973. 22 pages.

A student LAP where the student will develop the skill of using the printing calculator by doing addition, subtraction, multiplication, and division activities. The unit is written to correlate with workbook, Ten-Key Adding Listing Machine, Third Edition, Agnew and Pasewark. Includes general and measurable objectives. Order ID 003 256.46.

A	B	C	D	E	F	G	H	I
		X	X			X		X

DESCRIPTORS

607 - Machine Calculating (continued)

BOOKKEEPING MACHINE - PAYROLL OPERATIONS. ABC Unified School District, Cerritos High School, Cerritos; Mary K. Boston, 1975. 52 pages.

This LAP is designed to teach the student payroll operations on a NCR 3100 accounting machine. Basic payroll vocabulary, operating procedures for the machine, and actual exercises in payroll preparation are included. Order ID 003 280.

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X						X

700 Additional Occupations

Data Processing:

A TWO-YEAR HANDS-ON DATA PROCESSING PROGRAM FOR HIGH SCHOOLS. Poway Unified School District, Poway High School, Poway; Janet Baulch, 1972. 33 pages.

A description and an outline of the hands-on Data Processing two-year course as presented at Poway High School. In addition, there are a current Bibliography of printed materials and a list of sources for films that can be used in any Data Processing Program. Order ID 003 240.1.

A	B	C	D	E	F	G	H	I
X								

ADVANCED BASIC (COMPUTER EDUCATION STUDIES). Ravenswood High School, East Palo Alto; Leroy Finkel, 1972. 12 pages.

A learning activity package to be used with assigned reading on BASIC programming. Stated objectives are given. Includes a series of game-type problems in a selection of disciplines: math, science, business, and social studies. Order ID 003 255.10.

A	B	C	D	E	F	G	H	I
X		X	X			X		X

BASIC BASIC (COMPUTER EDUCATION STUDIES). Ravenswood High School, East Palo Alto; Leroy Finkel, 1972. 12 pages.

A learning activity package designed to use with assigned reading material, presenting the BASIC computer language. Includes objectives, learning activities, and self-evaluation problems. Order ID 003 255.12.

A	B	C	D	E	F	G	H	I
X		X	X			X		X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X	X							X

Data Processing (continued)

COMPUTERS IN CAREERS GRADES 9-12. Central Texas College, Killeen, Texas; Dr. Suzette Gebolys, 1973. 68 pages.

A detailed booklet providing full support to teachers in implementing data processing curriculum, grades 9-12; includes course descriptions, equipment needed, suggested laboratory activities, suggested floor plans, and an extensive bibliography of data processing films and textbooks. Order ID 003 275.19. (Available only in microfiche.)

DATA PROCESSING TECHNOLOGY TWO-YEAR POST-HIGH SCHOOL CURRICULUM. Central Texas College, Killeen, Texas; Dr. Suzette Gebolys, 1973. 108 pages.

This extensive guide identifies technicians, states specific job requirements, and describes special problems in defining, initiating and operating post-secondary data processing programs. Particular detail is given to hours per week and balance between classroom and laboratory activities. An extensive bibliography is included providing detailed lists of texts, films, and professional organization activities. (Available in microfiche only.) Order ID 003 275.13.

A	B	C	D	E	F	G	H	I
X	X							X

INTERMEDIATE BASIC (COMPUTER EDUCATION STUDIES). Ravenswood High School, East Palo Alto; Leroy Finkel, 1972. 14 pages.

A learning activity package to be used with any BASIC reference manual or with specified reading assignments. Includes learning activities and self-evaluation business and statistical problems. Keys are not included. Order ID 003 255.9.

A	B	C	D	E	F	G	H	I
X		X				X		X

OPERATING AN IBM 26 PRINTING CARD PUNCH MACHINE. Marilyn J. Robertson, 1970. 11 pages.

Includes a statement of objectives, suggested activities, and listed sources of instructional and drill materials. Order ID 003 103.1.

A	B	C	D	E	F	G	H	I
X								

PREPARING A PROGRAM CARD. Los Alamitos High School; Frances Smallfield, 1971. 21 pages.

A learning activity package and teacher's resource unit providing instructions and practice material. Includes card design for raw data and checklists for accomplishment. No posttests or keys included. Order ID 003 266.4.

A	B	C	D	E	F	G	H	I
X		X	X					X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

Data Processing (continued)

SIMULATING COMPUTER MACHINE LANGUAGE. San Francisco Unified School District, Woodrow Wilson High School; 1971. 9 pages.

An introduction to a machine computer language simulator - SIMPER. Lists basic commands and provides a glossary explaining their use. Can be utilized without equipment. Grades 7-14. Order ID 003 255.17.

SUGGESTED OUTLINE FOR TEACHING INTRODUCTION TO DATA PROCESSING - ONE SEMESTER. EDP Resource Center, San Francisco; Gene Muscat. 20 pages.

Includes a timetable for covering 15 areas of value for the beginning student in a one-semester course. Annotated with page number references in two textbooks. Order ID 003 240.3.

A	B	C	D	E	F	G	H	I
X								

Legal:

LEGAL OFFICE. Source Unknown. 1974. 12 pages.

A learning package on legal typing to accompany GREGG Vocational Typing 191. Provides eight assignments dealing with legal forms and documents. Order ID 003 258.91.

A	B	C	D	E	F	G	H	I
X	X					X		

LEGAL TYPEWRITING. Visalia Unified School District; 1973. 51 pages.

A student learning package on frequently typed legal documents: Power of Attorney, Revocation of Power of Attorney, Last Will and Testament, Affidavit, Notice of Sale of Real Property, Bill of Sale, Promissory Note and Fictitious Business Name Statement. The unit is self-contained and includes pretest, posttest, solutions, legal terms, a drill on typing numbers, and measurable objectives. Order ID 003 258.36.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

Medical:

MEDICAL OFFICE. Source Unknown. 1974. 19 pages.

These nine LAPS deal with problems and duties of a medical typist. It includes an introduction, information for the medical secretary and receptionist, and instructions for typing medical reports. No solutions to problems. Order ID 003 258.90.

A	B	C	D	E	F	G	H	I
X		X						

DESCRIPTORS

Medical (continued)

JOB DESCRIPTIONS AND PERFORMANCE SKILLS FOR THE MEDICAL CLERICAL OCCUPATIONS. University of California, Division of Vocational Education; 1974. 23 pages.

Medical Clerical Occupational Preparation Series Release No. 2 describing the components and performance skill for medical clerical occupations and the medical clerk cluster. Job descriptions are taken from the Dictionary of Occupational Titles. Order ID 003 257.8.

A	B	C	D	E	F	G	H	I
X								

(A: Teacher Resource; B: Bibliography; C: LAP; D: Measurable Obj.; E: Pretest/Key; F: Post Test(s)/Key(s); G: Text Required; H: AV Required; I: Equipment Required)

MEDICAL SECRETARIAL TRAINING. Napa Senior High School, Napa; Alice L. Hoist. 9 pages.

Teacher resource materials and suggestions in establishing a Medical Secretarial Training Program. Order ID 003 241.5.

A	B	C	D	E	F	G	H	I
X								

Statistical Typewriting:

STATISTICAL TYPIST. Santa Clara Unified School District, Buchser High School, Santa Clara; 1975. 12 pages.

A student learning activity package correlated with the texts, Statistical Typing and Tabulation Typing, by Wanous and Thompson, published by South-Western. Order ID 003 288.

A	B	C	D	E	F	G	H	I
		X	X					

800 Distributive Core

Orientation

801 - Careers in Marketing:

A PLAN FOR THE PREPARATION OF HIGH SCHOOL STUDENTS FOR ENTRY-LEVEL EMPLOYABILITY IN THE SUPERMARKET. ABC Unified School District, Artesia; J. P. Williams, 1970. 14 pages.

This plan provides resource material for teachers of distributive education. Included are job titles for which high school students may qualify and the duties and responsibilities of each job classification. An organization plan as well as a rotation plan explains the method of operation to prepare high school students for entry-level employability in a supermarket. Order ID 003 119.

A	B	C	D	E	F	G	H	I
X								

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X				X		

Orientation (continued)

801 - Careers in Marketing (continued)

CAREERS IN MARKETING. Lowell High School, Nashoba Tech., and Greater Lawrence, Nashoba, MA; 1972. 29 pp.

This manual includes activities to assist students in making career choices and identifies the personality traits required for success. Small group discussion activities are recommended. Order ID 003 254.18.

CAREERS IN MARKETING. Huntington Beach Unified School District, Thornton Valley High School; Denis Gitschier and Bob Crenshaw; 1974. 14 pages.

A student learning activity package describing points for students to consider when selecting a career in marketing. Includes discussions of careers for women, work environment, fringe benefits, and vacation plans. Suggested use with career center. General objective stated. Order ID 003 287.8.

A	B	C	D	E	F	G	H	I
		X	X					

802 - Marketing in Our Economy:

DISTRIBUTIVE CORE - MARKETING IN OUR ECONOMY. Ygnacio Valley High School, Concord. 12 pages.

Includes 11 problem activities on factors influencing price, economic and market trends, channels of distribution, and types of business organization. Order ID 003 287.10.

A	B	C	D	E	F	G	H	I
X								

Competencies

803 - Basic Sales Techniques:

DEMONSTRATING A RETAIL PRODUCT FOR SALE. R. C. Atherton. 9 pages.

A competency unit designed for teachers which contains general, specific, and related objectives. Recommended instructional materials and suggested activities are included. Order ID 003 254.7.

A	B	C	D	E	F	G	H	I
X			X					

MERCHANDISING MATHEMATICS. Donald Rathbone. 10 pages.

The pretest for this unit covers basic arithmetical computations. General and behavioral objectives are included. There are student activities for calculating payroll, purchasing and pricing merchandise, and extra credit activity covering the preparation of an income statement, a balance sheet, and various graphs and charts. Order ID 003 254.14.

A	B	C	D	E	F	G	H	I
		X	X	X		X		

Competencies (continued)

803 - Basic Sales Techniques (continued)

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

DISTRIBUTIVE EDUCATION - MARKETING PROJECT. Oakland Public Schools; 1972. 13 pages.

This group of learning activity packages covers projects in Cashiering, Buying and Pricing, Channels of Distribution, and Customer Buying Motives. Each project has recommended instructional materials, assignments, and activities. Order ID 003 254.19.

A	B	C	D	E	F	G	H	I
		X	X			X		

COMPLETION OF SALES SLIPS. Source Unknown. 26 pages.

Activities in this LAP include preparation of Cash and Charge Sales slips with practice in computing extensions using calculating machines. Keys are not included. Order ID 003 254.20.

A	B	C	D	E	F	G	H	I
		X	X	X	X			X

SALES SLIPS. Morse High School; Tony Caragozian. 44 pages.

This illustrated learning activity package provides a variety of practice exercises for the preparation of sales slips. Included are related arithmetical problems. Order ID 003 254.23.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

SALES DEMONSTRATION. Source Unknown. 13 pages.

This learning activity packet uses references to textbook reading materials. Activities include preparing and executing a sales presentation. An outline and rating sheet form, along with other informational materials are provided. Order ID 003 254.29.

A	B	C	D	E	F	G	H	I
		X				X		

STORE SALES SYSTEMS - KNOW YOUR SELLING PAPERWORK. A. M. Dunn, 1972. 41 pages.

This LAP has exercises on proper preparation of refund tickets, charge credits, and sales checks. Activities to practice writing legibly on various forms are included. Order ID 003 254.40.

A	B	C	D	E	F	G	H	I
		X		X	X			

DISTRIBUTIVE CORE - BASIC SALESMANSHIP. Ygnacio Valley High School. 7 pages.

A LAP to be carried out in conjunction with specific texts, records, tapes, and transparencies. Covers the five rules of selling. Order ID 003 287.1.

A	B	C	D	E	F	G	H	I
	X	X	X			X	X	

DESCRIPTORS

Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
A	B	C	D	E	F	G	H	I
		X	X					

Competencies (continued)

803 - Basic Sales Techniques (continued)

BASIC SALES TECHNIQUES. Huntington Beach Union High School District, Thornton Valley High School; Denis Gitschier and Bob Crenshaw; 1974. 17 pages.

A LAP that describes in detail the methods for making a formal sales presentation. Several successful sales campaigns are cited. General objective is stated. Posttest consists of a formal sales presentation as judged by an observer's checklist. Videotaped posttest is suggested. Order ID 003 287.4.

804 - Cashiering (Cash Register and Sales Records):

CASHIER - CHECKER - CLERK OBJECTIVES. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 2 pages.

A detailed outline of objectives developed as a preliminary step in devising goals, objectives, and skill tasks for a certificated program involving different kinds of Cashier Checker and Clerk Checker. Order ID 003 118.4.

A	B	C	D	E	F	G	H	I
X								

CLERICAL CASHIER. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 5 pages.

Guidelines for the clerical cashier serve as a job description to be presented to a potential employer during an interview along with the certificates earned and a personal resume. Order ID 003 121.7.

A	B	C	D	E	F	G	H	I
X								

CASH REGISTER UNIT. Whittier High School; Barbara Hickethier. 14 pages.

Designed for student use, this LAP on the Cash Register has performance objectives, a pretest, learning activities with illustrations, and a final test. An instructor's outline and answer key are part of the package. Order ID 003 245.1.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

MAKING CHANGE (CASH REGISTER). SOURCE UNKNOWN. 7 pages.

This distributive education teacher resource material has general and primary objectives. The project is described and necessary instructional materials are listed. In the appendix are four transactions to develop skill in making change using a cash register. Answer keys are provided. Order ID 003 254.2.

A	B	C	D	E	F	G	H	I
X			X			X		

Competencies (continued)

804 - Cashiering (Cash Register and Sales Records) (continued)

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X			X		

CHECKER-CASHIER. Donald Rathbone. 3 pages.

This learning activity packet designed for use by students contains general and specific objectives. A vocabulary list is included. For activities, textbook references with page numbers are recommended. No tests or keys provided. Order ID 003 254.5.

HANDLING MONEY. Sweetwater Union High School District, Castle Park High School, Chula Vista; Susan Head, 1972. 20 pages.

Programmed activities on making change and handling the cash drawer. Order ID 003 254.8.

A	B	C	D	E	F	G	H	I
		X	X	X	X		X	

CASH REGISTER. Henry High School and Madison High School; H. Embertson and G. Gaffney. 21 pages.

This illustrated three-part LAP covers making change, cashing checks, and operating a cash register. Included are exercises for making change, cash checking rules, and activities to be used with a cash register. Keys are not included. Order ID 003 254.22.

A	B	C	D	E	F	G	H	I
		X	X					X

CASH REGISTER OPERATION. Source Unknown. 13 pages.

Included in this LAP are nine different activities for practice in learning the parts and operation of a cash register. Instructions and exercises are a part of the package. Order ID 003 254.30.

A	B	C	D	E	F	G	H	I
		X				X		X

CASHIERING/CASH REGISTER. Huntington Beach Unified School District, Thornton Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 23 pages.

A LAP providing students with numerous sales problems covering the use of tax tables, NCR mechanical cash register, cash validation, credit slips, and credit cards. Measurable objective stated. Includes post-test but no answer key. Order ID 003 287.3.

A	B	C	D	E	F	G	H	I
		X	X					X

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X	X		X			X		

Competencies (continued)

806 - Customer Services:

CHECKING CREDIT. Maxine Foster, 1971. 12 pages.

This teacher resource unit on Checking Credit includes objectives, recommended instructional materials, suggested activities, a list of sources for investigating credit, and suggestions for using Bureau Blue Book key. Order ID 003 259.7.

807 - Employer-Employee-Customer Relations:

STUDENT TRAINING STATION PROGRESS REPORT. Highland High School; Donald Rathbone. 4 pages.

This progress report for students assigned to training stations under the cooperative distributive education program has a rating scale to evaluate job skills and attitudes for use by the training sponsor in cooperation with the teacher coordinator. Order ID 003 118,1.

A	B	C	D	E	F	G	H	I
X								

TRAINING AGREEMENT FOR COOPERATIVE DISTRIBUTIVE EDUCATION PROGRAM. Highland High School; Donald Rathbone. 4 pages.

This example of a training agreement for a cooperative distributive education program includes information about the responsibilities of the student, the parents, the training sponsor, the school, and the teacher coordinator. Order ID 003 118.2.

A	B	C	D	E	F	G	H	I
X								

SHIPPING/RECEIVING PROCEDURES. Visalia Unified School District, Visalia. 28 pages.

A student guide to accompany the text, Materials Handling, Traffic and Transportation, by Tyler and Corenthal. Gregg, McGraw-Hill, 1st Edition. Includes orientation, statement of objectives, scheduled assignments, and a final examination. Order ID 003 256.25.

A	B	C	D	E	F	G	H	I
		X	X		X	X		

DISTRIBUTIVE CORE - CUSTOMER SERVICES. Ygnacio Valley High School, Concord. 8 pages.

A series of ten learning activity assignments including case problems dealing with customer relations. Order ID 003 287.5.

A	B	C	D	E	F	G	H	I
		X						

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

Competencies (continued)

808 - Sales Promotion:

WHEN SHOULD YOU ATTEMPT TO CLOSE THE SALE? Cerritos College; Lowell Anderson, 1971. 17 pages.

This illustrated unit is designed for student use in salesmanship classes. Included are a pretest, five programmed activities, a posttest, and keys. Order ID 003 254,12.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

PROJECT - METHOD FOR SALES PROJECT ACTIVITY. Source Unknown. 10 pages.

This activity includes recommendations for organizing and operating a sales promotion campaign and evaluative procedures. Order ID 003 254,33.

A	B	C	D	E	F	G	H	I
X								

SALES PROMOTIONS. Huntington Beach Union High School District, Thornton Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 18 pages.

A student learning activity package that concentrates on the goals and forms of advertising and background information on various advertising media. A student study guide and posttest. No key. Order ID 003 287.6.

A	B	C	D	E	F	G	H	I
		X	X		X			

DISTRIBUTIVE CORE - SALES PROMOTION. Ygnacio Valley High School, Concord. 6 pages.

A learning activity package with goals, objectives, and activities with both external and internal media devices. LAP uses specific books, pamphlets, and tapes. Order ID 003 287.7.

A	B	C	D	E	F	G	H	I
		X	X			X	X	X

809 - Stockkeeping and Inventory Control:

RECEIVING CLERK. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 2 pages.

A detailed outline of objectives developed as a preliminary step in devising goals, objectives, and skill tasks for a certificated program involving receiving clerks and stock clerks. Order ID 003 118.5.

A	B	C	D	E	F	G	H	I
X								

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

Competencies (continued)

809 - Stockkeeping and Inventory Control (continued)

SHIPPING CLERK. Santa Clara Unified School District, Buchser High School; Robert McGinness, 1972. 2 pages.

A detailed outline of objectives developed as a preliminary step in devising goals, objectives and skill tasks for a certificated program involving shipping clerk. Order ID 003 118.8.

STOCK/INVENTORY. Patrick Henry High School; Karla M. Kerr, 1972. 43 pages.

This learning activity package is designed to prepare students with skills needed for jobs as stock/inventory clerks. Included are practice forms and related computational problems. Order ID 003 254.21.

A	B	C	D	E	F	G	H	I
		X		X	X			

PERPETUAL AND PHYSICAL INVENTORY. Source Unknown. 28 pages.

The five activities include textbook reading references and use of various forms. In the appendix are examples of a stock record card, stockbook and requisition, purchase requisition, requisition log, merchandise order journal, purchase order, reorder flow chart, and inventory tally sheet. Order ID 003 254.25.

A	B	C	D	E	F	G	H	I
		X	X	X	X			

STOCKKEEPING AND INVENTORY CONTROL. Huntington Beach Union High School District, Thornton Valley High School; Denis Gitschier and Bob Crenshaw, 1974. 9 pages.

This learning activity package concentrates on the description of stockkeeping tips. Various forms for merchandise control are described in detail. A general objective is stated. Posttest consists of a student project drawing a floor plan for real or imaginary stockroom. Order ID 003 287.2.

A	B	C	D	E	F	G	H	I
		X	X					

Specialties

810 - Advertising:

PREPARING ROUGH LAYOUTS FOR NEWSPAPERS. Shasta College; Robert S. Davis. 9 pages.

This occupational competence unit in advertising is designed for use by distributive education teachers. An outline shows the contents of the unit. Included are overall objectives, primary objectives, and related objectives. There are suggested activities and evaluation of progress in addition to a list of entry-level jobs with which this skill is identified. Order ID 003 118.

A	B	C	D	E	F	G	H	I
X	X		X					

Specialties (continued)

810 - Advertising (continued)

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

DISPLAY CLERK. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 2 pages.

A detailed outline of objectives developed as a preliminary step in devising goals, objectives, and skill tasks for a certificated program involving display clerk. Order ID 003 118.9.

CONSTRUCTING AN ADVERTISEMENT LAYOUT. Pittsburg Unified School District; Bruce H. Dexter, 1970. 10 pages.

This occupational competence unit is designed for distributive education teachers. Both general and specific objectives are included for constructing an advertisement layout. A list of instructional materials may be adapted to the needs of the group served. There are suggested activities, a list of supplies, equipment and audiovisual aids, and suggested evaluation procedures for this competency unit. Order ID 003 254.1.

A	B	C	D	E	F	G	H	I
X	X		X					

ADVERTISING. Donald Rathbone. 3 pages.

This learning activity packet on Advertising is designed for student use in the distributive education program. General and measurable objectives are provided. The activities include recommended readings from texts and listening to and evaluating tape recording of advertisements. Order ID 003 254.6.

A	B	C	D	E	F	G	H	I
		X	X			X	X	

ADVERTISING. Source Unknown. 19 pages.

Included in this LAP are reading references from textbooks and 12 suggested activities. Examples of an advertising layout and copy sheet, and a layout rating sheet are contained in the appendix. Order ID 003 254.36.

A	B	C	D	E	F	G	H	I
	X			X	X	X		

DISTRIBUTIVE CORE - DISPLAY. Ygnacio Valley High School, Concord. 4 pages.

A series of seven learning activities to be used with the text, Advertising and Displaying Merchandise (author and publisher not stated). The activities are coordinated with reading assignments in the text. Order ID 003 287.9.

A	B	C	D	E	F	G	H	I
		X						

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X			X		

Specialties (continued)

811 - Creative Selling:

SPELLING. Donald Rathbone. 4 pages.

This LAP on Spelling contains general and specific objectives. The textbooks, Retail Merchandising and Fundamentals of Spelling are required. Textbook readings are included in the activities. A sales talk evaluation form is provided. No tests or keys are provided. Order ID 003 254.4.

TRAINING MANUAL FOR SALES PROMOTION DEPARTMENT. Yuba City High School, Yuba City. 9 pages.

This manual outlines the duties and responsibilities of the sales promotion supervisor in the student store who reports directly to the Student Store Manager. Included under his supervision are display, advertising, and signpress, in addition to responsibility for time cards and job cards. Order ID 003 254.16.

A	B	C	D	E	F	G	H	I
X			X					

812 - Display:

DISPLAY CLERK - GUIDELINES. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 4 pages.

Guidelines for teachers and students serve as an important part of a certificated occupation program. These same guidelines serve as an interview along with the certificate earned and a personal resume. Order ID 003 118.11.

A	B	C	D	E	F	G	H	I
X								

CREATING DISPLAYS. Source Unknown. 9 pages.

This segment of Unit on Displays includes a planning sheet, sketch, and a copy of a letter requesting use of merchandise for display purposes. Order ID 003 254.24.

A	B	C	D	E	F	G	H	I
X								

DECA DISPLAY RATING SHEET. Source Unknown. 3 pages.

This two-page rating sheet to evaluate store displays is recommended for use with the Evaluation Displays LAP. Order ID 003 254.26.

A	B	C	D	E	F	G	H	I
		X	X					

Specialties (continued)

812 - Display (continued)

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

COLOR. Source Unknown. 12 pages.

This segment of the Unit on Displays contains terminology about various colors. Activities include preparing color wheels. Keys are not included. Order ID 003 254.27.

A	B	C	D	E	F	G	H	I
		X	X					

ELEMENTS OF DESIGN. Source Unknown. 10 pages.

This segment of the Unit on Displays covers the basic fundamentals of design. Examples of line and direction and shape are included. Size, texture, weight, and color are explained. Two activities and a posttest are included. Keys are not included. Order ID 003 254.28.

A	B	C	D	E	F	G	H	I
		X			X			

EVALUATING DISPLAYS. Source Unknown. 9 pages.

This package is designed for use in the Student Store as a segment of the Unit on Displays. Recommendations for analyzing various store displays using evaluative criteria are included. Field trips are recommended. The DECA Display Rating Sheet is to be used along with this package. Order ID 003 254.32.

A	B	C	D	E	F	G	H	I
		X	X					

PRINCIPLES OF DESIGN. Source Unknown. 14 pages.

Included in this segment of the Unit on Displays are definitions, a calendar of merchandising dates, and proper display of the flag and shield of the United States. There are six activities to reenforce understanding of design principles. Keys are not included. Order ID 003 254.34.

A	B	C	D	E	F	G	H	I
		X	X					

INTRODUCTION TO VISUAL MERCHANDISING. Source Unknown. 6 pages.

This segment of the Unit on Displays explains various kinds of window displays, provides an activity to evaluate local store displays; and includes the preparation of a bulletin board using proper display techniques. Order ID 003 254.35.

A	B	C	D	E	F	G	H	I
		X	X					

DISPLAY ARRANGEMENT. Source Unknown. 6 pages.

Included in this segment of Unit on Displays are definitions of terms and illustrations of various display arrangements. Order ID 003 254.37.

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DESCRIPTORS

900 Distributive Occupations

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

901 - Cashier-Checker-Bagger:

CHECKER - CASHIER. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 4 pages.

Guidelines for teachers and students serve as an important part of a certificated occupation program. These same guidelines serve as job training description to be presented to a potential employer during an interview along with the certificates earned and a personal resume. Order ID 003 118.12.

CASHIERING. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 5 pages.

Goals, objectives, and skill tasks are outlined for a one-semester certificated occupation course to train clerical cashiers and checker cashiers. The evaluation and testing standards are the results of one year's experience in a pilot program. Order ID 003 118.13.

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902 - Salesperson, General:

PAYROLL CLERK. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert W. McGinness, 1973. 2 pages.

A detailed outline of objectives developed as a preliminary step in devising goals, objectives, and skill tasks for a certificated program involving payroll clerk. Order ID 003 117.2.

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PAYROLL CLERK - GUIDELINES. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 3 pages.

Guidelines for teachers and students serve as an important part of a certificated occupation program. These same guidelines serve as a job training description to be presented to a potential employer during an interview along with the certificate earned and a personal resume. Order ID 003 117.3.

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DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

SALES CLERK, VARIED. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert W. McGinness, 1972. 3 pages.

An outline of tasks and skills for a variety of retail clerk occupations to be used in preparation of the goals, objectives, and skills needed to earn an occupation certificate. Order ID 003 118.6.

SALES CLERK. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert W. McGinness, 1972. 3 pages.

A detailed outline of objectives developed as a preliminary step in devising goals, objectives, and skill tasks for a certificated program involving sales clerks. Order ID 003 118.7.

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SALESMAN, SALESPERSON, SALES CLERK. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert W. McGinness, 1972. 4 pages.

A detailed outline of objectives developed as a preliminary step in devising goals, objectives, and skill tasks for a certificated program involving different kinds of sales clerks. John W. Ernst, Basic Salesman, Gregg Division, McGraw-Hill, serves as an excellent guide. Order ID 003 118.10.

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MERCHANDISE PRICING. Source Unknown. 4 pages.

This unit on merchandise pricing is designed for distributive education teachers. Included are overall, primary, and related objectives. Under instructional materials are listed textbooks, equipment, audiovisual aids, and business and community resources. There are suggested activities and recommended evaluation procedures. Order ID 003 254.

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TRAINING MANUAL FOR MANAGER - STUDENT STORE. Yuba City High School, Yuba City. 9 pages.

This manual lists the duties of a student store manager and explains time cards, and job card procedures. Sections on the Art of Getting Along and Duties of Student Store Supervisor are also included. Order ID 003 254.31.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

904 - Waiter-Waitress:

FOOD CLERK, WAITER, WAITRESS. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert W. McGinness, 1972. 2 pages.

A detailed outline of objectives developed as a preliminary step in devising goals, objectives, and skill tasks for a certificated program involving different kinds of food clerks. Order ID 003 119.1.

RESTAURANT GUEST CHECK - PREPARATION & PRESENTATION. Joan Olson. Ventura. 16 pages.

Shows basic technique and rules for preparing the guest check. Gives sample menu and customer orders for preparing guest checks as pre- and posttests. Order ID 003 244.

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FOOD SERVICE PROGRAM - ROP SUGGESTED COURSE OUTLINES. Napa County ROP; B. B. Booth. 14 pages.

Resource material for setting up a ten-week program in food service occupations. Waiter-waitress preparations are detailed. Order ID 003 284.

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Specialty Areas in Business Education

Business Law:

BUSINESS CONTRACT. Source Unknown. 27 pages.

This self-contained LAP on business contracts for student use has objectives, vocabulary, sample situations, quizzes for various activities, and a posttest. Keys to the LAP and posttest are not included. Order ID 003 107.3.

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CALIFORNIA COURT SYSTEM. Fresno City College; Cliff Eischen, 1971. 19 pages.

This illustrated learning activity package on the California Court System is designed for student use. Included are instructional objectives, a pretest, programmed activities, and charts on California Court Structure. No key is included. Order ID 003 247.1.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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Business Law (continued)

JUVENILE COURT PROCEEDINGS. Mt. View High School, Mt. View; Kenneth R. Bailey. 16 pages.

This student learning activity packet is a case study of the proceedings of the Juvenile Court authored by an attorney of San Francisco. It is intended as a supplement to the instructional materials of a business law class. A review sheet and answer key are provided. Order ID 003 260.

APPLYING THE LAWS OF ARREST. Garrith Perrine, 1969. 7 pages.

This teacher resource unit includes objectives, a list of instructional materials, and suggested activities for a unit on applying the laws of arrest. Order ID 003 260.1.

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YOUR RIGHTS AND RESPONSIBILITIES AS AN EMPLOYEE. El Cajon Valley High School, El Cajon; Barbara Jean Hempel, 1971. 21 pages.

A LAP including objectives, list of activities, reference sources, precest, facts for employees, definitions, problems with solutions, and a post-test. Order ID 003 265.25.

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CBEP Program Guides/Strategies:

OFFICE OCCUPATIONS PROGRAM GUIDE. San Mateo County Schools, Redwood City; Charles Priest, 1972. 53 pages.

This guide will be helpful in developing an office practice or office occupations program. Units covered with suggestions on how to teach are: (1) typewriting, (2) business mathematics, (3) 10-key adding machine, (4) business English, (5) spelling, (6) filing, (7) transcribing, (8) miscellaneous tasks, and (9) a job interview. In addition to these units are samples of a flowchart, managing individual progress by a Student Progress Record, a unit on handwriting legibility, and the Certificate of Completion. Order ID 003 121.

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DESCRIPTORS

CBEP Program Guides/Strategies (continued)

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X			X					

BUSINESS EDUCATION DEPARTMENT. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 10 pages.

A curriculum guide to Buchser High School's business education certificated occupation program in which job entry-level skills and tasks are stressed rather than course content. Goals, objectives, and skill tasks are presented to serve as a guide for schools with an enrollment of 5-600 in a business department. Testing areas and standards are also presented. Order ID 003 256.53.

OFFICE OCCUPATIONS PROGRAM GUIDE. Fullerton Union High School District, Sunny Hills High School, Fullerton; Marty Hays, 1974. 11 pages.

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This program guide provides students and teachers with a means of recording CBEPG competencies completed. Order ID 003 256.70.

BUSINESS PROGRAMS - AN OVERVIEW. Wm. S. Hart Union High School, Canyon High School, Saugus; R. Conway Spitler, 1973. 21 pages.

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Information and recommendations about implementation of business programs using common job skills are included. The Five Occupational Programs of Accounting and Computing, General Office, Stenographic, Secretarial and Related, Typing and Related, and Sales (Distributive) are explained. Examples of promotional material for recruitment of students are also included. Order ID 003 265.40.

FLOW CHART - BUSINESS DEPARTMENT COURSES. Canyon High School, Saugus. 2 pages.

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This flow chart begins with a pretest and student-and-teacher conference and continues through various activities until objectives are achieved and credit is earned. Order ID 003 265.41.

OBJECTIVES AND HOW TO USE THEM - OFFICE COMPETENCY MODULES. Clovis Adult School Career/Vocational Education; Bob Fuller, 1973. 32 pages.

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A unit on objectives designed to help one understand what an objective is and how you can use it to help you make learning easier and more interesting. Order ID 003 269.3.

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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CBEP Program Guides/Strategies (continued)

COMPETENCY-BASED GRADING STRUCTURE. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1975. 19 pages.

Description of grading structure in individualized CBEPG programs. Includes forms, charts, and letter to parents. Order ID 003 279.1.

Consumer Education/General Business/Economics:

INSURANCE. Source Unknown. 21 pages.

A programmed LAP for student use containing objectives and using either of two textbooks for reference. Included are vocabulary lists, reading assignments, and self-administered quizzes. Keys to assignments are not included. Order ID 003 107.

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GENERAL BUSINESS - TEACHER OUTLINE. James Zimmerman, 1969. 70 pages.

This outline includes a 13-unit course outline which includes references to textbook and nine teacher options. Teacher outlines and keys for learning activities cover the following topics: The Business Contract, Ten-Key Adding Machine Keyboard, Fractions, Checking, Business Forms I and II, Interest, Insurance, Keeping Personal Records, Bookkeeping and Accounting, and Business Math Tapes. Answers to test questions are provided. Order ID 003 107.2. (Available in microfiche only.)

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ECONOMICS: A CONSUMER'S VIEWPOINT. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 4 pages.

Goals, objectives, and skill tasks are outlined for a one-semester course emphasizing protection of the consumer, his rights, spending, budgeting and savings. Order ID 003 108.

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DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

ECONOMICS IN BUSINESS. Castle Park High School; Susan Heas, 1972. 9 pages.

A transparency/tape presentation designed as an introduction to economics for large-group or individualized instruction. Script correlates with Economics in Business Transparencies from 3M. Order ID 003 248.

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BUDGETING. Source Unknown. 7 pages.

This unit is designed for teachers of General Business. There are overall, primary, and related objectives included. Under instructional materials are listed reference texts, pamphlets, and magazines. Audiovisual aids, supplies, equipment, and business and community resources are recommended. Suggested activities include unit orientation and drill activities. Order ID 003 259.

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BASIC AUTO AND MOTORCYCLE INSURANCE COVERAGE. Exeter Union High School District, Kaweah High School; Pat Hardy, 1971. 11 pages.

This LAP on Insurance is designed for student use. Included are objectives and a pretest. Activities are coordinated with readings from General Business textbook. Key to pretest is not included. Order ID 003 259.1.

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SAVINGS AND LOAN ASSOCIATIONS. Exeter Union High School; Jim Braden, 1971. 9 pages.

This consumer education LAP is designed for student use with Applied Economics textbook. It includes information about savings and loan institutions and personal finance and budgeting. An essay pretest and a combined objective and essay posttest are contained in addition to a list of resource materials. Keys to tests and LAP are not included. Order ID 003 259.2.

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SAVINGS AND INVESTMENTS. Thomas Martin, 1971. 9 pages.

A teacher resource unit on savings and investments, including objectives, instructional materials, and activities. Order ID 003 259.3.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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HOW TO READ STOCK LISTING. Raymond Doorack, 1970. 7 pages.

This LAP on How to Read Stock Listings is designed for student use. Included are objectives, sequentialized activities with the use of the daily newspaper, and a suggested evaluation procedure. Order ID 003 259.4.

FAMILY FINANCE. Mr. Hackney. 4 pages.

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A course outline on Family Finance for adult educators of Consumer Education which includes a report of nine meetings with an outline of topics covered by seven speakers and the instructor. Order ID 003 259.5.

AUTOMOBILE INSURANCE. Tulare Union High School; Mel Mendes, 1971. 15 pages.

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This student LAP on automobile insurance is designed for use with General Business textbook. Included are a pretest, textbook--related activities, and optional activities. Keys and script for tape are not included. Order ID 003 259.6.

BUDGETING. Mt. Diablo Unified School District, College Park High School, Concord; Bob Giannini. 12 pages.

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This six-week learning activity packet on budgeting is correlated with General Business text problems, activities, topics for lectures, quizzes, and examples of forms for maintaining records of income and expense are included. Tests and LAP keys are not included. Order ID 003 259.8.

FOR RENT. Patricia Ann Crews. 19 pages.

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This teacher resource unit on apartments includes objectives, materials needed, sample tests, and methods of presenting. It covers what, when, how, and where to look for an apartment. There is a suggested role-playing situation, information about utilities, and rental abbreviations. The concluding statements indicate how the unit can be interrelated in other courses. Order ID 003 259.9.

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X	X	X	X		

THE BUSINESS WORLD. Manchester Central High School; Margaret Hoben, 1972. 18 pages.

A student LAP which serves as an introduction to the business world. Basic economic concepts are integrated through the performance of various activities requiring an unnamed textbook and workbook; keys to LAP activities and posttest are not included. Order ID 003 259.11.

FIFTEEN MODULES OF LEARNING FOR SELECTED TOPICS IN GENERAL BUSINESS. California State University, San Jose and San Diego; Wanda Blockhus and Maurice L. Crawford, 1972. 120 pages.

This teacher resource manual containing 15 modules of instruction covering the following topics--You and the Business Economy; Characteristics of a Free Enterprise System; Planning Your Future; Consumer Buying; Services for Consumers; Problems of the Consumer; Sources of Consumer Information; Establishing Credit; Kinds of Credit; The Cost of Using Credit; Citizenship Responsibilities; Automobile Insurance; Borrowing Money; Planning a Savings Program; Planning the Use of Your Income. Learning Objectives and related subject content are provided for each module in addition to Teacher Activities, Student Activities, answers to tests, and lists of Resource Material. Order ID 003 259.12. (Available in microfiche only.)

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INVESTING IN STOCKS. Orange Unified School District, Villa Park High School, Orange; Leo Joseph Fracalosy. 5 pages.

A teacher's guide containing objectives, recommended instructional materials, and suggested activities. It is to be used with the Investing in Stocks LAP. Order ID 003 261.

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INVESTING IN STOCKS. Orange Unified School District, Villa Park High School, Orange; Leo Joseph Fracalosy. 11pp.

This student LAP on investing in stocks includes a vocabulary and stock market information. It is to be used with Investing in Stocks, teacher resource unit. Order ID 003 261.1.

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DESCRIPTORS

A	B	C	D	E	F	G	H	I
	Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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LEARNING TO READ STOCK QUOTATIONS AND CALCULATING RATE OF RETURN ON INVESTMENTS. San Leandro Unified School District; Russell C. Schubert. 7 pages.

A student LAP designed to accompany specific business arithmetic texts and stock exchange pamphlets. Includes pretest and posttest (no keys). Order ID 003 262.3.

INTEREST. Source Unknown. 11 pages.

This self-contained student LAP on calculative interest includes objectives, five job activities with various problems, and a test. Key to test not included. Order ID 003 262.9.

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PRORATING. Porterville Union High School, Porterville; Robert Jorge. 18 pages.

This illustrated learning activity package on proration of taxes, insurance, and interest includes a self-test, key, and calculating activities. Posttest and key are not included. Order ID 003 262.13.

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CONSUMER EDUCATION - RESOURCE UNIT. Kent Stinson. 14 pages.

Teacher resource unit. Textbook reviews, pamphlets, and listings of organizations concerned with consumer education. Order ID 003 285.

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CONSUMER CREDIT. Tranquillity Union High School; Eilene Pettit, 1974. 25 pages.

This learning activity provides information on types and sources of consumer credit. It includes applying for a bank loan, opening a charge account, the revolving charge account, credit rating agencies, laws protecting the consumer, and where to go for help. The idea that credit does not come free but costs extra is made clear, with consequent guidelines for its use. Included in the package are self-checking questions, an application form, a posttest, and an information leaflet by the California Department of Consumer Affairs. Order ID 003 285.1.

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DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

Cooperative Education:

PERFORMANCE OBJECTIVES FOR THE COOPERATIVE EDUCATION METHOD OF INSTRUCTION. Source Unknown. 1974. 49 pages.

Recommended minimum measurable performance objectives created by Michigan State University that could be used when the method of instruction is Cooperative Education. Goals are included as examples where learners cooperatively plan unique activities that require individualized performance objectives. Order ID 003 274.1.

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Distributive Education:

EDEN AREA ROC DEMONSTRATION PROGRAM PACKET. San Lorenzo Unified School District, Eden Area ROC, San Lorenzo; John Linder, 1971-72. 44 pages.

Distributive Education materials for persons interested in starting, updating, or comparing a DE Program. Included are suggested steps for research and development, curriculum, follow-up, and DE forms. DE demonstration program operators may use as an example for packet idea. Order ID 003 243.

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RETAIL MERCHANDISING PROGRAM. Salinas Union High School District, Salinas; Ilene J. Hylton. 28 pages.

This packet contains informative materials regarding introducing, implementing, and operating the program; also copies of some items used for class work. Its purpose is to give some ideas as to how the program is operated in order to prepare students with entry-level skills in the Retailing fields. The purpose is to communicate with the businessmen and also to help bridge the gap between school and community. This affords students the hands-on opportunity on exploratory work training stations. Order ID 003 245.

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PREPARING A BILL OF SALE. E. L. Klovdahl, 1972. 13 pages.

Contains rationale, objectives, pre- and posttests with answers, background information, and learning activities. Intended for use with prepared tapes or textbook materials. Bibliography included. Order ID 003 247.

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DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

Distributive Education (continued)

EMPLOYEE HANDBOOK AND TRAINING MANUAL FOR REDWOOD HIGH SCHOOL STUDENT STORE AND MT. WHITNEY HIGH SCHOOL STUDENT STORE. Redwood High School and Mt. Whitney High School. 48 pages.

Employee handbook to train salesmen and sales clerks. Training includes work in selling, inventory control, cashiering, display, advertising, signpress techniques, buying, and employee supervision. Order ID 003 254.11.

FOOD STORE COMPETENCIES - HEAD GROCERY CLERK/HEAD PRODUCE CLERK AND ASSISTANT MANAGER. Source Unknown. 53 pages.

A list of food store competencies in categories of knowledge and understandings, skills, and attitudes for head grocery clerk, head produce clerk, and assistant manager. Order ID 003 270.

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COMPUTING AND CALCULATING-DUPLICATING MACHINE-REFERENCE MATERIAL. Richmond Unified School District, Harry Ells High School, Richmond; Agnes Gowen, 1970. 13 pages.

Activities in this learning activity package include analyzing and determining the daily sales made by each salesman, his weekly total, and his average daily sales. This included material is to be prepared in table form and duplicated for distribution. Order ID 003 275.18.

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Office Simulation:

SIMULATED OFFICE, TELEPHONE CLERK. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 2 pages.

An outline of a simulated office course for telephone clerks has been synthesized from the course developed by Pacific Northwest Bell Telephone Co. and Fort Steilacom Community College. As a primary step this outline would help to develop goals, objectives, and skill tasks for similar simulations. Order ID 003 121.4.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

PRACTICAL OFFICE OCCUPATIONS LABORATORY MANUAL. Grossmont Union High School District, Santana High School, Santee. 29 pages.

The Practical Office Occupations Laboratory Manual is an employee's guide for those students entering a model corporation, Scimitar Enterprises, Santana High School. Manual includes a corporate manual, general personnel policies, and an office manual. Order ID 003 242.28.

DEMONSTRATION PROGRAM: OFFICE SIMULATION. Grossmont Union High School District, Santana High School, Santee; Berg, Drenth, and Streib, 1971. 57 pages.

A teacher's (employer's) guide to use for preparing students entering the office simulation, Saber Enterprises, Inc., at Santana High School. Includes samples of Saber business forms, a description of the company's organizational chart, general operations information, job descriptions, and other suggestions in developing an office education laboratory. Order ID 003 242.29.

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DEMONSTRATION PROGRAM: OFFICE SIMULATION. Yuba City High School, Yuba City; 1971. 88 pages.

Materials used in the Office Education Laboratory include:
(1) Employee Handbook and Training Manual
(2) Campus Directory
(3) Procedures Manual for Preparing Payroll Records

Order ID 003 242.30. (Available in microfiche only.)

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DEMONSTRATION PROGRAM: OFFICE OCCUPATION LABORATORY--USING THE SPIN-OFF PLAN OF INSTRUCTION FOR ENTRY-LEVEL JOBS. John Burroughs High School; Betty Trempe, 1972. 200 pages.

Materials include a description of the spin-off plan, suggestions on use of an audio learning laboratory, individual instructional packages using filmstrips and cassettes for 10-key adding machine operation, switchboard, business arithmetic, and filing; also, training manual for tutors, job descriptions, and samples of achievement certificates issued. All the materials included are items that were distributed to the demonstration program participants who attended in 1971-72. Order ID 003 242.31. (Available in microfiche only.)

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DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X							X	

Office Simulation (continued)

ORIENTATION - SIMULATED OFFICE (LESTER HILL CORP.). Jefferson Union High School District, Terra Nova High School, Pacifica; Betty Kanalz, 1973. 7 pages.

A script for a slide/tape presentation to give the students a brief overview of what the office simulation is about and the different jobs that they will be performing. Script is for 35 slides. Correlated with Lester Hill's Program, published by McGraw-Hill. Order ID 003 270.1.

EMPLOYEE HANDBOOK AND TRAINING MANUAL FOR OFFICE EDUCATION LAB. Yuba City High School, Yuba City; Wayne Leach. 60 pages.

This learning package is designed to aid the student in gaining his skills for entry-level employment in the general office. The activity package is based on individualized instruction and possible variable credit. Performance objectives are given for each job title. Many detailed job descriptions. Order ID 003 274.

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LESTER HILL - GUIDELINES FOR INEXPERIENCED TEACHERS. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1975. 54 pages.

Helpful hints for teachers using Lester Hill simulation. Order ID 003 275.7.

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CLASSROOM MANAGEMENT PLAN. Los Angeles City Unified School District. 29 pages.

Teacher resource materials for organizing the classroom where students participate in a variety of activities at the same time. Includes organization chart, job descriptions, and payroll plan for students. Order ID 003 279.3.

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Shorthand:

ENGLISH PHONICS GREGG SHORTHAND. Lorraine Cresto, 1969. 10 pages.

Teacher resource materials, student activities, and instructional materials to show the close association of English phonics and the writing of Gregg shorthand. General objectives and a pretest are included. No answer sheet. Textbook references desirable. Order ID 003 241.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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Shorthand (continued)

SHORTHAND - ARE YOU HOOKED? San Marcos High School; Lola F. Edmiston. 26 pages.

A student learning package designed for use as a supplement to Gregg Shorthand, Diamond Jubilee Series. This LAP is primarily concerned with hook vowels. General and measurable objectives are stated. Pretest and posttest and answers are included. Order ID 003 242.3.

LEARNING TO DICTATE SHORTHAND. Palo Verde College; Sharon Miller. 7 pages.

A student LAP on learning how to dictate. Activities require the use of Student's Transcript of Gregg Shorthand for Colleges, Diamond Jubilee Series. Order ID 003 257.2.

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SHORTHAND THEORY. Sequoia Union High School District, Ravenswood High School, East Palo Alto; 1973. 10 pages.

This student package is designed to develop communication skills. News articles of current interest will be used to review spelling, pronunciation, meaning of words, structure of sentences, and punctuation. Also included is a project used to identify any difficulty in hearing sounds and what letters are represented by these sounds. Shorthand theory projects and standards for individual units of instruction are part of the package. Textbooks, Structured Learning Method, Skimin, and Gregg Shorthand, Individual Progress Method, Leslie, are needed for the shorthand projects. Order ID 003 257.3.

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Student Organizations:

a. DECA

EMPLOYEE HANDBOOK AND TRAINING MANUAL FOR DISTRIBUTIVE EDUCATION CLUBS OF AMERICA STUDENT STORE. Yuba City High School, Yuba City. 61 pages.

Employee handbook to train salesmen and sales clerks. Training includes work in selling, inventory control, cashiering, display, advertising, signpress techniques, buying, and employee supervision. Order ID 003 254.9.

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Student Organizations (continued)

a. DECA (continued)

DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

ONE FOR THE MONEY, TWO FOR THE SHOW. Shelbyville Central High School, Shelbyville, Tennessee; Mike Price, 1974. 100 pages.

1974 First Place National DECA Competitive Event Winner, Area of Distribution Manual-High School Division. DECA Adviser and member reference when preparing Area of Distribution manuals for State and National competition. (Available in microfiche only) Order ID 003 289.3.

A STUDY TO DETERMINE REASONS FOR THE EXISTENCE AND NONEXISTENCE OF STUDENT VOCATIONAL ORGANIZATIONS IN CALIFORNIA. Escondido Union High School District, Orange Glen High School, Escondido; Orange Glen DECA Chapter, 1975. 138 pages.

1975 First Place National DECA Competitive Event Winner, Creative Marketing Project - High School Division. DECA Adviser and member reference when preparing Creative Marketing Manuals for State and National competition. (Available in microfiche only) Order ID 003 289.4.

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WHERE THERE IS A WHEEL...THERE IS A WAY! L. D. Bell High School, Hurst, Texas; Lyndal Thomas, 1974. 97 pages.

1974 First Place National DECA Competitive Event Winner, Studies in Marketing-Automobile and Petroleum Industry-High School Division. DECA adviser and member reference for use in preparing studies in marketing manuals for State and National competition. (Available in microfiche only) Order ID 003 289.5.

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ALTERNATIVE ORGANIZATIONAL STRUCTURES FOR FBLA AND DECA. California State Department of Education, Bureau of Business Education, Sacramento; 1975. 3 pages.

This document can be used by student organization advisers as an aid in considering alternative organizational structures for implementing FBLA and/or DECA chapters as an integral part of the business and distributive education programs. Order ID 003 289.7.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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Student Organizations (continued)

1. DECA (continued)

1974 MANUAL SUMMARY SHEETS FOR DECA. California State Department of Education, Sacramento; Shari Malone, 1975. 51 pages.

Collection of Award Winning Manual Summary Sheets from the 1974 National Conference. Contains most 1st, 2nd, 3rd place winners and finalists for all categories. Order ID 003 277.

MERIT AWARD PROGRAM (DECA): GOLD FILE. Kern Jt. Union High School District, Highland High School, Bakersfield; Shari Malone, 1975. 31 pages.

An example of a Gold Level Activity File for use by students participating in the Merit Award Program (MAP). (MAP) is a competency-based occupational exploration and training program available to members in the Distributive Education Clubs of America,'DECA'. The file, done in the area of Apparel and Accessories, could be used as a guide for students working on the silver or gold levels of MAP. Order ID 003 277.2.

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RETAIL MERCHANDISING - DECA IN THE CURRICULUM. Lowell High School, Nashoba, Massachusetts; A. M. Dunn, 1972. 30 pages.

A brochure of information on the organization and activities of the Distributive Education Clubs of America. Explains the relationship between the DECA program and the day-by-day activities of the DE classroom and cooperative training. Describes the various competitive events in the DECA contest program. Order ID 003 273.

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b. FBLA

CALIFORNIA CHAPTER OF THE FUTURE BUSINESS LEADERS OF AMERICA HANDBOOK. California State Department of Education, Sacramento; Doug Mahr, 1972. 142 pages.

A handbook for local FBLA chapter advisers on the effective organization and operation of office education youth activities. Order ID 003 102. (Available in microfiche only.)

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Student Organizations (continued)

b. FBLA (continued)

DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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THE MERITS OF FBLA. Livingston High School, Livingston; E. Dale Brister, 1972. 6 pages.

Winning entry in the essay competitive event at the 1972 FBLA State Leadership Conference. Order ID 003 102.1.

TRINITY HIGH SCHOOL NEW CHAPTER WORKSHOP. Trinity High School, Weaverville; Tom Clark, 1972. 13 pages.

California State FBLA winning entry in the most outstanding project competitive event at the FBLA State Leadership Conference. Order ID 003 102.2.

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FBLA PUBLICIZES CARUTHERS, CALIFORNIA. Caruthers High School; Sherian Lyles, 1972. 16 pages.

Winning entry in the Community Service competitive event at the 1972 FBLA State Leadership Conference. Order ID 003 102.4.

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FBLA CHAPTER MONTHLY REPORT. Caruthers High School, Caruthers; Tom Clark, 1972. 5 pages.

An example of a properly formated monthly report. The chapter of the month report is one of the criteria in selecting the FBLA Chapter of the Year. Order ID 003 272.

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AIM - BRONZE ACTIVITY FILE FOR FBLA. California State Department of Education, Sacramento; Shari Malone, 1975. 61 pages.

Example of activity file, Bronze Award Level, for FBLA's Awards for Individual Merit (AIM) Program. Vocational area for this file is General Office Clerk. Order ID 003 277.1.

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Student Organizations (continued)

b. FBLA (continued)

DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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FBLA SPEAKING FOR LEADERSHIP. Florida State Department of Education; Jeanette L. McGlamory. 34 pages.

Public Speaking Manual developed by the Florida State Chapter of FBLA for local FBLA chapters. Includes openings, mannerisms, rating sheets, banquet seating arrangements, parliamentary procedures, outline of typical meetings, exercises, and references. Order ID 003 279.2.

FBLA - CHAPTER OFFICER TRAINING. Florida State Department of Education, Tallahassee, Florida; Jeanette L. McGlamory, 1974. 36 pages.

Officer Training Manual developed by the Florida State Chapter of FBLA for local chapters includes the duties and responsibilities of each officer, the use of committees in local chapters, and a sample chapter officer installation ceremony. Order ID 003 281.

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CARUTHERS ANNUAL CHAPTER ACTIVITIES REPORT. Caruthers High School, Caruthers; Rayleen Daniels, 1975. 70 pages.

Reference material for FBLA chapters preparing an Annual Chapter Activities Report. This report received first place at the 1975 State Leadership Conference and includes local FBLA chapter's activities and projects from April, 1974, through March, 1975. Order ID 003 289.1.

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PREPARATION FOR BUSINESS LEADERSHIP. Jurupa Unified School District, Rubidoux High School, Riverside; Rubidoux FBLA Chapter, 1975. 48 pages.

First place entry in Most Original Project Event at the 1975 FBLA National Leadership Conference. Project describes Rubidoux High School's "FBLA Class" called "Preparation For Business Leadership." Order ID 003 289.2.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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Typewriting:

VERTICAL CENTERING. Corinne H. Laffie, 1969. 8 pages.

This unit contains teacher resource material and a student Review Sheet on horizontal and vertical centering. Solutions to the Review Sheet activities are included. Order ID 003 258.3.

HORIZONTAL CENTERING. Betty S. Rose, 1970. 9 pages.

This student LAP is designed so that horizontal centering on the typewriter can be learned through seven activities. Keys to the activities are not included. Order ID 003 258.5.

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APPLICATION OF THE BASIC RULES OF CAPITALIZATION IN TYPEWRITING. Arcadia High School; Anne E. Gaydos. 8 pages.

Basic rules for capitalization are presented in this teacher resource unit. Sentence and letter drill exercises requiring the use of a typewriter are included. Review tests and keys are mentioned but not included. Order ID 003 258.11.

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TYPEWRITING SEQUENCE. Wm. S. Hart Union High School District, Canyon High School, Saugus; Conway Spitler. 12 pages.

An orientation booklet designed to explain the Canyon High individualized typing program to students. Included are course objectives, placement evaluation, description of work patterns, class procedures, grading standards, and variable credit information. Order ID 003 258.13.

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INDIVIDUAL PROFICIENCY STUDY FOR TYPING 1A, UNIT TWO, PART ONE. Bear Valley Unified School District, Big Bear High School, Big Bear Lake; Richard W. Burton, 1972. 8 pages.

Individual Proficiency Study was developed for a year-round high school program based on a quarter system. The program is intended to individualize a beginning typing course using personal and professional typing. South-Western Publishing Company. Performance objectives, Evaluation of Performance Objectives, and individual Performance Activities are included. Order ID 003 258.21.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obl.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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INDIVIDUAL PROFICIENCY STUDY FOR TYPING 1B, UNIT ONE, PART ONE. Bear Valley Unified School District, Big Bear High School, Big Bear Lake; Richard Burton, 1972. 8 pages.

Individual Proficiency Study was developed for a year-round high school program based on a quarter system. The program is intended to individualize a beginning typing course using personal and professional typing. South-Western Publishing Company. Performance Objectives, Evaluation of Performance Objectives, and Individual Performance Activities are included. Order ID 003 258.22.

INDIVIDUALIZED PROFICIENCY STUDY FOR TYPING 1A, UNIT ONE, PART ONE. Bear Valley Unified School District, Big Bear High School, Big Bear Lake; Richard W. Burton, 1972. 6 pages.

Individual Proficiency Study was developed for a year-round high school program based on a quarter system. The program is intended to individualize a beginning typing course using personal and professional typing. South-Western Publishing Company. Performance Objectives, Evaluation of Performance Objectives, and Group Performance Activities are included. Order ID 003 258.23.

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INDIVIDUAL PROFICIENCY STUDY FOR TYPING 1C, UNIT ONE, PART ONE. Bear Valley Unified School District, Big Bear High School, Big Bear Lake; Richard W. Burton, 1972. 9 pages.

Individual Proficiency Study was developed for a year-round high school program based on a quarter system. The program is intended to individualize a beginning typing course using personal and professional typing. South-Western Publishing Company. Performance Objectives, Evaluation of Performance Objectives, and Individual Performance Activities are given. Order ID 003 258.24.

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SCRIPT - TABULATION. Sequoia Union High School District, Ravenswood High School, East Palo Alto; 1973. 4 pages.

A script for a slide/tape presentation on the fundamentals of setting up and typing a tabulation problem with a heading and two columns. Presentation is written to go along with 22 slides. Order ID 003 258.25.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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SCRIPT - ENVELOPES. Sequoia Union High School District, Ravenswood High School, East Palo Alto; 1973. 6 pages.

A script for a slide/tape presentation on typing envelopes. Explains use of the zip code and the coding system. Script is written for 38 slides. Order ID 003 258.26.

SCRIPT - IBM PROPORTIONAL TYPEWRITER. Sequoia Union High School District, Ravenswood High School, East Palo Alto; 1973. 9 pages.

A script on the operation of the IBM Executive Typewriter. The slide/tape presentation covers all the machine parts, special keys, and other features of the proportional typewriter. Script is written to go along with 46 slides, and correlated with 20th Century Typewriting, Ninth Edition. Order ID 003 258.27.

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TYPEWRITING - TEACHING HOME ROW AND KEY STROKING. Harry Bettencourt. 8 pages.

A script for a videotape presentation for beginning typing students on the correct position at the typewriter, the home key fingering, and the correct stroking of the home row keys. Order ID 003 258.31.

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INTRODUCTION TO BEGINNING TYPEWRITING. San Mateo County Schools, RTP Office Occupations Program, Daly City; Joylean Lott, 1973. 5 pages.

A script for a slide/tape presentation for a beginning typist on learning the correct typing and finger positions, key stroking, and spacing, and different parts of the typewriter. Script is written for 31 slides. Order ID 003 258.32.

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INTRODUCTION TO THE ELECTRIC TYPEWRITER - ADLER. Sequoia Union High School District, San Carlos High School, San Carlos; Gene Worthington, 1973. 21 pages.

A student learning package to provide the student with a systematic exposure to the features of an Adler electric typewriter along with drill selected to provide a degree of confidence on the electric keyboard. Included are: Progress/Grade Sheets, Worksheets #1 and #2, and Narrative of Instruction. 20th Century Typewriting, 9th Edition, South-Western Publishing Company, is required to complete the activities. Order ID 003 258.38.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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INTRODUCTION TO THE ELECTRIC TYPEWRITER - IBM SELECTRIC. Sequoia Union High School District, San Carlos High School, San Carlos; Gene Worthington, 1973. 22 pages.

A student learning package to provide the student with exposure to the features on the selectric and drills to gain a degree of confidence on the electric keyboard. Included are: Progress/Grade Sheets, Worksheets #1 and #2, and Narrative of Instruction with Illustrations. The unit is correlated with booklet entitled "The IBM Selectric--An Introductory Course" which can be obtained free of charge from the IBM Company. Order ID 003 258.39.

INTRODUCTION TO THE ELECTRIC TYPEWRITER - IBM STANDARD. Sequoia Union High School District, San Carlos High School, San Carlos; Gene Worthington, 1973. 24 pages.

A student learning package to provide the student with a systematic exposure to the features of an IBM standard electric typewriter along with drills selected to provide a degree of confidence on the electric keyboard. The unit is used with booklet entitled "A Short Course in Electric Typewriting" which can be obtained free of charge from the IBM Company. Order ID 003 258.40.

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LETTERS - LAP 1. San Mateo Union High School District; Donald E. Tingley. 30 pages.

Beginning typists will learn to identify basic parts of personal and business letters and envelopes; arrange these parts properly and typewrite in acceptable form. Learning activity package is coordinated with Gregg Typing, 191 Series. Includes self-administered pretest. No key or standards for grading are included. Also includes: cartoons, examples, illustrated directions; programmed learning material on basic letter parts and addressing envelopes; specific instructions for teacher-made activities to augment text assignments. Order ID 003 258.43.

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HORIZONTAL CENTERING. Montebello Sr. High School, Montebello; Austin Keiser. 7 pages.

A step-by-step procedure is given in this learning activity package for the student to follow to center a word or line horizontally. Posttest key not included. Order ID 003 258.52.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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Typewriting (continued)

DEVELOPING ECONOMIC UNDERSTANDINGS IN JUNIOR HIGH SCHOOL TYPING CLASSES. Sweetwater Union High School District, Hilltop Jr. High School, Chula Vista; John Ayres, 1972. 8 pages.

A typewriting manuscript emphasizing basic economic concepts and a posttest to determine acquisition of information are included. Key to posttest is not included. Written especially for the junior high school. Order ID 003 269.

TYPEWRITING (2) JOB PREPARATION ACTIVITIES. Buchser High School. 17 pages.

A LAP designed to introduce the student to Buchser High School's individualized method of advanced typewriting and the State Program Guide (common core. 16 competencies). The goals of the program, teaching/learning methods, and grading/credit policies are included. No pretest or posttest is necessary. Order ID 003 289.

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Work Experience Education:

OFFICE OCCUPATIONS - A VOCATIONAL WORK EXPERIENCE EDUCATION. San Jose High School; Marie Cardinale. 16 pages.

Illustrations of actual forms and working papers for student and teacher use in administering a work experience program. Order ID 003 252.

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TEACHER/COORDINATOR GUIDE FOR LEARNING ACTIVITY PACKETS FOR WORK EXPERIENCE STUDENTS. Sweetwater Union High School, Chula Vista; J. William Goddard, 1973-74. 54 pages.

A guide for use with seven LAPS related to career selection and procurement. This guide is intended for orientation and consolidation of information related to the series; Self-Inventory, Self-Appraisal, Application Forms, Resume, Application Letter, Interview and Social Security Information. It includes pretests, posttests, answer sheets, and forms. Order ID 003 265.63.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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General Topics

Audiovisual:

FILMSTRIP AND SLIDE PROJECTION. San Diego Unified School District, Midway Adult School, San Diego; Genevieve Dudgeon, 1972. 11 pages.

This training manual for the operation of filmstrip and slide projectors includes objectives and activities. Posttest is included; however, there is no key provided. Order ID 003 268.

Career Development/Job Information:

AUTOMATIC CALCULATOR OPERATOR - GUIDELINES. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness, 1972. 4 pages.

These guidelines serve as a job training description to be presented to a potential employer during an interview, along with the certificates earned and a personal resume. Order ID 003 121.3.

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EMPLOYMENT READINESS TASKS - GUIDELINES. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert W. McGinness, 1972. 3 pages.

These guidelines serve as a job training description to be presented to a potential employer during an interview, along with the certificates earned and a personal resume. Order ID 003 121.5.

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DEVELOPMENT OF AUDIOVISUAL INSTRUCTIONAL UNITS FROM DOT CLASSIFICATIONS. Torrance Unified School District, Torrance; Del Smith, 1970. 35 pages.

This material contains narrations which could be used for recording information about 19 different jobs which are listed under DOT classifications. It also gives the names and sources for individuals who have prepared slides to go with the various narrations. Included in the jobs are: accounting clerk/bookkeeping clerk; bus boy/kitchen helper; cashier/checker; clerk typist; clerk's helper (box boy); display man; duplicating machine operator; file clerk; gift wrapper/cashier wrapper; incoming merchandise checker; marking clerk; PBX switchboard operator; receiving and shipping clerk; receptionist; service station attendant; shoe salesperson; stock clerk; transcribing machine operator; and waitress/counterman. Order ID 003 124.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

STEPS TO OBTAINING AN OFFICE JOB. Mt. Miguel High School; Janette Reints. 35 pages.

A student learning activity package including interview techniques, preparation of a data sheet and application letter, dress, and methods to locate job openings. General objectives are stated. Included are suggestions for use of multimedia and a bibliography. Order ID 003 242.24.

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PREPARING FOR THE JOB INTERVIEW. Barbara Hickethier. 9 pages.

A skill unit outline that includes teacher resource materials, objectives, and a bibliography on preparing for job interviews. Order ID 003 249.1.

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MAKING THE CORRECT DECISION ON A JOB THAT FITS YOU. Sonora Union High School; Barbara F. Hayes, 1969. 15 pages.

This learning activity packet is for student use. It enables the student to identify and describe the desirable qualities of an office worker. A pretest and posttest are included. Recommended readings from texts are included in the suggested activities. Keys are not included. Order ID 003 264.

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PERSONALITY TRAITS FOR THE JOB. Jean Ellingsen, 1970. 14 pages.

An occupational competence unit including objectives, instructional materials, and suggested activities. Bibliography and audiovisual materials are listed. Order ID 003 264.1.

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CAREER GUIDANCE. Philip A. Rue; Fontana; 1971. 14 pages.

This learning activity package is designed for student use. It contains a bibliography, suggested self-appraisal and aptitude tests, and a student progress checklist. Order ID 003 265.

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CAREERS. Canyon High School, Monrovia; Sylvia Wall, 1972. 17 pages.

Programmed activities and materials to be used for career guidance purposes are provided. Kuder Preference Test needed. Order ID 003 265.7.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
		X	X		X	X		

CAREER DEVELOPMENT - SELF-INVENTORY. Riverton High School District, Riverton, Wyoming; J. C. Hitt, 1972. 14 pages.

Part of a series of learning activities; this one includes objectives, pre- and posttests, required and optional activities, and a selected reading list. Order ID 003 265.22.

INVESTIGATING CAREER OPPORTUNITIES IN BUSINESS. Campbell County High School, Gillette, Wyoming; Sherry Lambert, 1971. 15 pages.

A learning activity package designed to show business career opportunities. Presents related job clusters, job prospects, salaries, necessary skills, and advancement opportunities. Includes objectives and learning activities. Order ID 003 265.23.

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A DAY ON THE JOB. Dubois High School, Riverton, Wyoming; Roberta Warner, 1972. 8 pages.

A mini-LAP for use in conjunction with job visitations and observations. Includes a checklist on conduct for the visitation and a follow-up questionnaire on impressions. Order ID 003 265.24.

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CATALOGUE OF CAREER EDUCATION LEARNING ACTIVITY PACKAGES. School District 25, Riverton High School, Riverton, Wyoming; 1972. 22 pages.

This catalog of LAPs, which are available from School District No. 25, lists items under Career Orientation in Junior High School and Business and Career Orientation in Senior High School. There are also LAPs available in Banking Math. Order ID 003 265.31.

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CAREER GUIDES FOR ENTRY OCCUPATIONS IN GAS UTILITIES. California State Department of Human Resources Development; Sacramento. 22 pages.

In this guide is information about entry-level occupations in the areas of business, clerical, and mail payment for gas utilities companies. Also included are career opportunities as well as employee benefits, and training required for these occupations. Order ID 003 265.32.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

CAREER GUIDES FOR ENTRY OCCUPATIONS IN FOOD SERVICE. California State Department of Human Resources Development; 1972. 21 pages.

This guide is designed for guidance in identifying entry-level occupations and career ladder opportunities in the field of Food Service. In addition to information about employee benefits, training required, promotional opportunities, and general hiring requirements, there are eight occupational areas described. Order ID 003 265.42.

CAREER GUIDES FOR ENTRY OCCUPATIONS IN PRINTING. California State Department of Human Resources Development; 1971. 31 pages.

This guide is designed for guidance in identifying various entry-level occupations and career ladder opportunities in the field of Printing. Included are Sales and Phototypesetting requiring business and salesmanship skills. Order ID 003 265.49.

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CAREER GUIDE FOR ENTRY OCCUPATIONS IN BANKING. California State Department of Human Resources Development; 1970. 22 pages.

This guide is designed for guidance in identifying entry-level occupations in Banking. Areas included are Customer Service, International Banking Services, Mail and Messenger Services, Management Training and Trust Services. Order ID 003 265.50.

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CAREER GUIDES FOR ENTRY OCCUPATIONS IN FIRE PROTECTION. California State Department of Human Resources Development. 23 pages.

This guide is designed for guidance in identifying entry-level occupations and career ladder opportunities in the field of Fire Protection. Nine occupational areas are explained. These are Airport Fire Protection; Arson Investigation; Fire Prevention; Forestry Fire Protection; Harbor Fire Protection; Helicopter Operations; Industrial Fire Protection; Rescue and Ambulance Service; Urban and Suburban Fire Protection. Order ID 003 265.51.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
X								

Career Development/Job Information (continued)

CAREER GUIDE FOR ENTRY OCCUPATIONS IN DENTAL HEALTH. California State Department of Human Resources Development; 1972. 23 pages.

This guide is designed for guidance in identifying entry-level occupations and career ladder opportunities in the field of Dental Health. The nine occupational areas include Dental Assisting; Dental Hygiene; Dental Laboratory Technology; Dental Laboratory Work, Crown and Bridge; Dental Laboratory Work, Dentures; Dental Laboratory Work, Orthodontics; and Dentistry. Order ID 003 265.52.

CAREER GUIDES FOR ENTRY OCCUPATIONS IN ELECTRICAL UTILITIES. California State Department of Human Resources Development; 1972. 26 pages.

This guide is designed for guidance in identifying entry-level occupations and career ladder opportunities in the field of electrical utilities. There are 14 occupational areas explained. These are Cable Splicing; Customer Service, Accounting; Customer Service, Telephone; Hydro Station Operation; Line Construction; Plant Maintenance, Electrical; Plant Maintenance, Mechanical; Service Center; Steam Plant Operation; Stores; Substation Operation; Surveying; and Transportation. Order ID 003 265.54.

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CAREER GUIDES FOR ENTRY OCCUPATIONS IN MERCHANDISING. California State Department of Human Resources Development; 1972. 21 pages.

This guide is designed for guidance in identifying entry-level occupations in Merchandising. The eight occupational areas explained include Buying; Customer Service; Credit; Display; Sales; Security; Stock; and Unit Control. Career ladder opportunities are also covered. Order ID 003 265.55.

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CAREER GUIDES FOR ENTRY OCCUPATIONS IN INSURANCE. California State Department of Human Resources Development; 1970. 22 pages.

This guide is designed for guidance in identifying entry-level occupations in Insurance. The areas covered are Actuarial, Administration, Claims Adjusting; Claims Processing; Mail Processing; Marketing; Policy Processing; Premium Collections; and Underwriting. Order ID 003 265.56.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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CAREER GUIDES FOR ENTRY OCCUPATIONS IN DATA PROCESSING. California State Department of Human Resources Development; 1973. 20 pages.

This guide is designed for guidance in identifying entry-level occupations in Data Processing. In addition to information about employee benefits, training required, promotional opportunities, and general hiring requirements, seven occupational areas in the computer field are explained. These include Computer and Computer Time Marketing; Computer Maintenance; Computer Operations--Programming; Computer Programming; Data Acquisition and Control, Keypunch; and Data Acquisition and Control, Control Clerk. Order ID 003 265.57.

CAREER GUIDES FOR ENTRY OCCUPATIONS IN TELEPHONE COMMUNICATIONS. California State Department of Human Resources Development. 20 pages.

This guide is designed for guidance in identifying entry-level occupations in Telephone Communications. Seven occupational areas are explained. These include Central Office Maintenance; Coin Telephone Services; Customer Services; Installation and Repair; Line Maintenance; Line Maintenance, Cables; and Traffic. Order ID 003 265.58.

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SELF-INVENTORY - A PREPARATION FOR ANALYZING CAREERS. Sweetwater Union High School, Chula Vista; 1973. 32 pages.

A LAP in self-evaluation for vocational and educational potential. Includes objective, instructions, interest lists, checklists, and vocabulary definitions. Pre- and posttests are included. Order ID 003 265.64.

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SELF-APPRAISAL. Sweetwater Union High School, Chula Vista; 1973. 6 pages.

A continuation of the LAP series on vocational selection. Includes objectives, introduction, and checklist. Order ID 003 265.65

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SOME QUALITIES THAT EXECUTIVES LOOK FOR WHEN INTERVIEWING OR PROMOTING OFFICE WORKERS. North American Aviation, Inc., Los Angeles. 4 pages.

A list of specific points in Appearance, Attitude/Personality, manner in which Application is Completed, Skills, and Education Experience that North American Aviation uses when interviewing and promoting office workers. Order ID 003 265.73.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required

SOCIAL SECURITY INFORMATION. Sweetwater Union High School District, Chula Vista; 1973-74. 23 pages.

A learning activity package designed to inform the student in matters of social security benefits and procedures. Provides performance objectives, lists of benefits, sample forms. Includes a pretest and posttest. Order ID 003 265.69.

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A SAMPLING OF EMPLOYMENT PRACTICES USED BY BUSINESS, INDUSTRY, AND GOVERNMENT. California State Department of Education, Bureau of Business Education, Sacramento; 1974. 52 pages.

A compilation of materials designed to familiarize students with the standard types of employment application blanks used by business and industry, interviewing techniques, employment tests, and job-related information. Twenty-six firms contributed materials for the release. Order ID 003 265.74.

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CAREER EXPLORATION. Oceana High School; Al Butler, 1974. 16 pages.

An outline that provides direction towards creating career-related experiences by pairing various curricular areas such as Psychology and English to form a unit in Human Relations; Business and Mathematics to form a unit in Buying and Pricing, etc. Order ID 003 275.

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AIDES TO CAREER EDUCATION ACE PROGRAM - HANDBOOK. Los Angeles City Unified School District; 1974. 33 pages.

A teacher resource guide. Describes a district-wide effort in career education. Vocational programs for disadvantaged students are included. Use of paraprofessional aides is detailed. Order ID 003 275.2.

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CAREER EDUCATION. Parkway Jr. High School, South San Francisco; Richard P. John, 1975. 19 pages.

A unit designed for Junior High School math students that will enable them to acquire a self-understanding and knowledge of accounting and distribution. Six reference books are required. Order ID 003 275.3.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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INTRODUCTION TO PUBLIC SERVICE CAREERS - LAP. Oakland Unified School District, Fremont High School, Oakland; George P. Dellis. 81 pages.

A learning activity booklet for students interested in employment in public service careers. The booklet includes teacher guide. (Available in microfiche only) Order ID 003 275.6.

OFFICE OCCUPATIONS PERFORMANCE SURVEY. The Center for Vocational and Technical Education, Ohio State University, Columbus, Ohio; Robert Taylor, 1973. 92 pages.

A task inventory analysis survey whose purpose was to gather information to be used to design and revise two-year associate degree programs in Ohio. Data are ranked in order of percent of respondence performing tasks in secretarial occupations. Job descriptions are also computed for General Secretary, Executive Secretary, and Administrative Assistant. (Available in microfiche only) Order ID 003 275.9.

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MODULE FOR EMPLOYABILITY. Los Angeles Unified School District. 84 pages.

A complete unit including a pretest (not a challenge test) and module competency test with keys. Sub-modules include: You and The Job; Preparing for the Job; Are You Ready for the World of Work?; Climbing the Ladder in the World of Work; What are the Benefits in the World of Work?. Order ID 003 275.17. (Available in microfiche only)

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GUIDANCE. Los Angeles City Unified School District. 32 pages.

Teacher resource materials and suggested student activities to aid in choice of instruction modules. Includes use of want ads, surveys, business visits, interviews. Includes job descriptions of common entry-level jobs such as mail clerk, receptionist, clerk typist. Order ID 003 275.20.

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RECRUITMENT DAY - SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT. South San Francisco High School; Margaret Purcell. 4 pages.

A resource document for coordinators, department heads, or teachers interested in conducting a Recruitment Day. Describes a high school program to place students in full-time, entry-level employment. Order ID 003.279.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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Disadvantaged:

VOCATIONAL EDUCATION FOR THE MULTI-CULTURAL AND EDUCATIONALLY DISADVANTAGED. Grant to Bureau of Vocational Education, California State University, Long Beach; Dr. Robert Kunst, 1973. 18 pages.

State of California, Bureau of Vocational Education, 1973. This report is designed for guidance for teachers in identifying learning characteristics and in listing teaching strategies in Vocational Education. Keys to success are enumerated in order to help the vocational education teachers and administrators as they strive to see that all students have an equal opportunity to achieve success. Order ID 003 275.15.

Evaluation/Follow-up/Performance Rating:

DISTRIBUTIVE EDUCATION EVALUATIVE INSTRUMENTS. Yuba City High School, Yuba City. 8 pages.

Evaluation forms for "Employee Rating Scale," "Display Rating Sheet," and "Advertising: Layout Rating Sheet." Order ID 003 254.10.

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QUESTIONNAIRE FOR USE IN MAKING SURVEY & FOLLOW-UP STUDY OF GRADUATES OF THE BUSINESS COURSE. Pennsylvania Department of Education, Harrisburg, PA; 1972. 12 pages.

This publication provides a sample survey form for use in determining what vocational opportunities exist in the businesses of a community and what skills and proficiencies are required. It also contains a follow-up questionnaire for former students to determine how the school training measured up to actual business needs. Order ID 003 265.59.

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JOB PERFORMANCE RATING PROCEDURES USED BY REPRESENTATIVE BUSINESS OFFICES. California State Department of Education, Bureau of Business Education, Sacramento; 1974. 45 pages.

A publication prepared for informing schools of the procedures used by business and industry in the evaluation of job performance of office workers. Different job performance rating forms used by business, industry and government are included in the release from nine enterprises. Order ID 003 265.61.

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Evaluation/Follow-up/Performance Rating (continued)

DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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SOME SELECTED EMPLOYEE ATTENDANCE RATING PRACTICES FROM BUSINESS, INDUSTRY, AND GOVERNMENT. California State Department of Education, Bureau of Business Education, Sacramento. 53 pages.

A publication prepared for informing schools, who are conducting Business Education programs about rules, regulations, and forms used to rate and record the attendance aspect of employee performance. Release discusses meaning of absenteeism, need for rules and regulations, and employee responsibility for absenteeism. Sixteen different firms from business, industry, and government contributed their attendance policies and/or forms for this publication. Order ID 003 265.62.

TRAINING PROFILE. Author unknown. 1974. 23 pages.

A series of progress checklists for either self-rating or teacher-rating of student progress. Covers basic knowledge and duties for Waitress, Grocery Store, Shipping and Receiving, Service Station Attendant, General Office Clerk, and Clerk Typist. Order ID 003 275.10.

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QUESTIONNAIRES FOR USE OF A SCHOOL DISTRICT IN MAKING SURVEY AND FOLLOW-UP STUDY OF GRADUATES OF THE BUSINESS COURSE. Pennsylvania Department of Education, Bureau of Vocational, Technical and Continuing Education, Harrisburg, PA; 1972. 12 pages.

Includes a preface and suggested questionnaire for potential employers of high school graduates. Covers positions and skills in demand, reasons for turnover, standards of performance required, reliance on school records, etc. Includes also a sample questionnaire for following up graduates of the business program. Order ID 003 275.23.

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Instructional Resource Materials:

A LIST OF LAPS. Greater Lowell Regional Vocational Schools, Lowell, MA.; Jerry W. Carpenter, 1973. 33 pages.

This catalog lists the Learning Activities Packages which are available from the Greater Lowell Regional Vocational-Technical School District, 10 Bridge Street, Room 302, Lowell, MA 01852, at 50¢ per copy. There are 93 items under Business Tech in addition to various listings in subject areas other than business. Order ID 003 265.39.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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Instructional Resource Materials (continued)

GEM - TASK FORCE - INTERIM REPORTS. Mesa Verde High School, Carmichael; Lynda Veatch, 1975. 66 pages.

Teacher catalog of materials for the California Business Education Program Guide for Office and Distributive Occupations. Includes published text and multimedia sources. Order ID 003 275.1.

Measurement/Metrics:

SOURCE BOOK OF METRIC MATERIALS AND EQUIPMENT. California State Department of Education, Sacramento; Joseph Hoffmann. 94 pages.

An extensive catalog of published materials for teacher use. Includes multimedia areas. (Available in microfiche only) Order ID 003 275.4.

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TEACHING STUDENTS TO MEASURE - REPORT. California State Department of Education, Sacramento. 13 pages.

Teacher resource paper. Describes the theoretical base of measurement tasks. Order ID 003 275.5.

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LET'S THINK METRIC IN VOCATIONAL EDUCATION. California State Department of Education, Sacramento; 1973. 26 pages.

An informative publication to provide assistance to vocational educators in instituting the metric system of measure in vocational programs throughout California. Includes the history of metrics, fundamentals of the system, advantages, and suggestions for converting in the schools. Several conversion tables as well as a list of available educational publications are included in an appendix. Order ID 003 275.21.

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METRICATION AND SOME IMPLICATIONS FOR BUSINESS EDUCATION. Pennsylvania Department of Education, Harrisburg, PA; 1974. 17 pages.

This pamphlet will be of help to business teachers in bringing metric instruction into business courses, particularly business mathematics and typewriting. Covers both historical and recent developments, as well as an explanation of the system and its vocabulary. Order ID 003 275.22.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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Promotional Materials:

PROGRAM FOR OPPORTUNITIES UNLIMITED. Santa Barbara City College, Santa Barbara High School District, Carpinteria High School District. 21 pages.

This promotional brochure presents the need for preparation with a business education department along with the training programs which would prepare a student for employment in the Santa Barbara and Carpinteria High School Districts and in Santa Barbara City College. Order ID 003 105.

CLOSE THE "SCHOOL-TO-PUBLIC GAP." Bear Valley Unified School District, Big Bear High School, Big Bear Lake; Richard W. Burton, 1972. 8 pages.

This report discusses methods of improving the public image of schools through better public relations. Order ID 003 265.37.

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CAREER ADVISORY COMMITTEES IN OCCUPATIONAL EDUCATION. Modesto High School District, Modesto; Gaylord B. Boyer. 15 pages.

This manual provides information about the need, organization, and functions of advisory committees. Order ID 003 265.38.

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ON-THE-JOB DISTRIBUTIVE EDUCATION PROGRAM. Kern High School District, Highland High School. 4 pages.

This is a promotional brochure designed to attract and prepare young people for merchandising, marketing, and management in the distributive occupations. Order ID 003 267.

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EMPLOYMENT THROUGH WORK EXPERIENCE. Anaheim Union High School District; George Hanley. 3 pages.

This is a promotional brochure designed to present information about the work experience program at the Anaheim Union High School District and to answer frequently asked questions about the program. Order ID 003 267.1.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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Promotional Materials (continued)

READY, SET, GO! Kern High School District; Ron Fontaine. 41 pages.

Display posters designed to promote vocational education from Junior High through community college levels. The poster series covers various jobs, what you would learn, what you would earn, and what else you should know about the jobs. Written in English and Spanish. Order ID 003 267.2.

HUMBOLDT COUNTY VOCATIONAL EDUCATION. Humboldt County Schools, Humboldt Regional Occupational School, Eureka; 1973. 11 pages.

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A promotional pamphlet published by the Humboldt County Vocational Education Office. Order ID 003 267.3.

JOB ORIENTED BUSINESS SKILLS - BROCHURE. Pacific Grove High School, Pacific Grove. 11 pages.

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Use as model for student introduction to individualized CBEPG course. Describes what student responsibilities include. Cartoons. Order ID 003 283.

Miscellaneous:

CALCULATOR MACHINE OPERATORS. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert W. McGinness, 1972. 3 pages.

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A detailed outline of objectives developed as a preliminary step in devising goals, objectives, and skill tasks for a certificated program involving calculator machine operators. Order ID 003 121.2.

SENIOR INTENSIFIED PROGRAM IN JOB ENTRY-LEVEL TRAINING AT GAHR. ABC Unified School District, Gahr High School, Cerritos; Sandra Neher, 1972. 87 pages.

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The Senior Intensified Program is a two-hour block class. It is a model for use by teachers in developing a job entry-level training program. Includes instructional materials. (Available in microfiche only) Order ID 003 242.2.

Miscellaneous (continued)

DESCRIPTORS

A	B	C	D	E	F	G	H	I
Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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WRITING PERFORMANCE OBJECTIVES FOR BUSINESS STUDIES. Marin-Sonoma County Workshop; 1972. 17 pages.

Presents the what, why, and how of behavioral objectives together with typical objectives for typewriting, shorthand, secretarial office practice, bookkeeping, and retail merchandising. Order ID 003 249.4.

HOW TO WRITE A BUSINESS RESEARCH PAPER. Roger W. Premier; 1971. 14 pages.

This student LAP is designed to help a student determine if he is ready to do a research paper. The pretest will direct the student either toward doing a research paper or toward further study on how to prepare a business research paper. A posttest (no key included) would determine how ready the student is to do a research paper after he has studied the material contained in the LAP. The student is referred to many reference books. Order ID 003 263.16.

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CERTIFICATE OF OCCUPATIONAL PROFICIENCY - CBE JOURNAL. Bear Valley Unified School District, Big Bear High School, Big Bear Lake; Richard W. Burton; 1974. 18 pages.

A copy of the certificate and booklet describing the vocational program leading to the Certificate of Occupational Proficiency in sixteen occupations, as listed in the Dictionary of Occupational Titles is included. Also included is an article appearing in the CBE Journal written to promote and explain the certificate program in the Business Education Department of Big Bear High School. Order ID 003 267.4.

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GREGG O.J.T. PROGRAM TESTS. Santa Clara Unified School District, Buchser High School, Santa Clara; Robert McGinness; 1975. 34 pages.

Posttests for Gregg's On the Job Training Program. Includes OJT numbers 701 through 715. Keys are not included. Order ID 003 275.8.

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DESCRIPTORS

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Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
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Miscellaneous (continued)

CLERK TYPIST - RECEPTIONIST (1 of 8 mods). Los Angeles City Unified School District. 11 pages.

Student study guide to accompany Modern Clerical Practice, 3rd edition, by Friedman and Grossman, and About Her, by Andrews. Includes competency test and key. Order ID 003 275.12.

ORGANIZATION OF WORK. Los Angeles City Unified School District. 12 pages.

Student activities to increase awareness of the need for organization of work and to help students be organized. A self-contained unit. Can be used in a variety of situations. Order ID 003 275.14.

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CIVIL SERVICE PREPARATION. Los Angeles City Unified School District. 25 pages.

Teacher's lesson plan and a series of three tests which cover letter and number perception, number and word comparison, and spelling. Keys are included. Order ID 003 275.16.

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DISTRIBUTIVE OCCUPATIONS

Food Distribution - 04.06

ED 021 982
Curriculum in Food Handling and Distribution. A Guide For Experimentation in High School and Post High School Vocational Training. Stiles and Others. Conn. Univ. Spons Agency - Conn. State Dept. of Edu Etc. OEC-5-8-112 May 67 167 P.

General Merchandising - 04.08

ED 012 399
Sales Promotion. A Suggested Adult Distributive Education Course Outline. By Rubin, Alan J. and Others. New York State Education Dept. Albany Nysed-Bull-166 Pub Date 66 26 P.

ED 017 651
Selected Instructional Materials for Distributive Education. Levendowski, J. C. California State Dept. of Education. Sacramento Council for Distributive Teacher Educ. CDTE-Professional-Bull-7 Jan. 66 39 P.

ED 017 712
The Project Plan For Distributive Education in Florida High Schools. Florida St. Dept. of Education, Tallahassee Jan. 67 68P.

ED 017 713
Self-Study Program in Retail Store Operations. Units 1-13 and Study Guide. Quaker Oats Co. Chicago, Ill. 1965 777 P.

ED 018 562
A First Look at Distribution. Washington State Board For Vocat. Educ. Olympia. Aug. 66. 282 P.

ED 018 655
Participation Experiences, A Handbook for Project Teaching A Manual For Use with "A First Look at Distribution." Washington State Distributive Education Course Outline. Hagenau, E.L. and Others. Jul. 67. 88 P.

ED 019 412
A Philosophy of Distributive Education. A Report of The First Step in The Research Project. "A Competency Pattern Approach To Curriculum Construction in Distributive Teacher Education" Crawford, L. C. Rep. CDTE-Profess.-Bull-10. 67. 110 P.

ED 019 473
A Pilot Program Comparing Cooperative and Project Methods of Teaching Distributive Education. Ferguson, E. Jr. Joint Coun. on Econ. Educ. N.Y., N.Y. Rep. No. Br-5-0048. National Business Educ. Assn. Cont. OEC-5-85-111. 67. 13 P.

ED 020 419
A Comparison of The Effectiveness of The Project and Cooperative Methods of Instruction on Selected Competencies in Distributive Education at The Secondary Level. Research Report No. 4. Ferguson, Edward T., Jr. Mich. St. Univ., East Lansing, Dept. of Sec. Educ. Apr 68 22 P.

ED 020 421
A Case Study of Weaknesses in Coordination Practices. Dorr, Eugene L. Council for Distributive Teacher Educ. 1962 19 P.

ED 020 423
Readings in Distributive Educ.--The Project Plan of Instruction and Related Teacher Educ., Selected Papers From the Nat. Seminar in Distributive Educ. (Mich. St. Univ. 1967) Project Report No. 5. Haines, Peter G. and Others. Mich. St. Univ., East Lansing. 1968 172 P.

ED 020 427
Guidelines for Implementing The Project Plan of Instruction in Distributive Education Through Teacher Education. Project Report No. 6. Michigan St. Univ., East Lansing Dept. of Sec. Educ. Apr. 68 99 P.

General Merchandising cont'd.

ED 020 428
Guidelines for Implementing The Project Plan of Instruction in Distributive Education in The Schools. Project Report No. 7. Michigan St. Univ., East Lansing, Dept. of Sec. Educ. Apr. 68 96P.

ED 020 647
Facilities and Equipment for Distributive Education Programs. Trimpe, Adrian and Others. Western Michigan Univ., Kalamazoo 1968. 72P.

ED 021 135
The Distributive Education Curriculum as Evaluated by Businessmen and Distributive Education Students of Utah. Final Report. Loveless, Austin G., Egan, Ronald, Utah Research Coord. Unit for Vocat. and Tech. Educ. BR-6-3046 OEC-4-7-063046-1612. 1968 34P.

ED 022 041
The Dunwoody Papers, Report of National Training Conference For Distributive Education (1st Minneapolis. Aug. 14-25, 1939) Knouse, Reno S. Wis. Univ., Madison Distributive Educ. Off.-Etc. Sept. 67 93P.

ED 022 042
Supervision Considerations of Student Teaching in Distributive Education. Mill, Chester O. Bowling Green State Univ., Ohio Dept. of Business Education. Council for Distributive Teacher Education. 67 39P.

ED 022 045
Audio-Visual Instructional Materials for Distributive Education. A Classified Bibliography, Final Report. Levendowski, J. C. Idaho State Board of Vocational Educ. Boise, Idaho, Et. May 68 112P.

ED 022 862
Needed Improvements in Distributive Teacher Education, Knouse, Reno S. Council for Distributive Education. Michigan State Univ. East Lansing Distributive Teacher Education Service 1964 26P.

ED 022 903
Sources and Recruitment of Distributive Education Teachers. Mills, Chester O. Bowling Green State Univ., Ohio. Dept. of Business Education, Council For Distributive Teacher Education 1967. 36P.

ED 023 889
Development of A Retailing Instructional System For Distributive Education. Final Report No. 26. Ertel. Idaho Univ. Pocatello Dept. of Ed. Wash. State Coordinating Council for Occupational Educ. Olympia. Wash. State Univ. Etc. Aug. 1968 49P.

ED 023 931
Workshop Report. Distributive Education Project Development Workshop (Rutgers Univ. New Brunswick, June 19-30, 1967) Wis. Univ. Madison Sch. of Educ. Spons. Agency-Office of Education (DHEW) Washington, D.C. Etc. 67 216P.

ED 023 932
Regional Workshops in Project Development For Distributive Education Curricula. Final Report Samson. Spons. Agency - Office of Education (DHEW). Washington, D.C. Bureau of Research. Dec 67. 44P.

ED 023 933
Workshop Report. Distributive Education Project Development Workshop. (Wis. Univ. Madison. July 30-Aug.11 1967). Wis. Univ. Madison Sch. of Educ. Spons. Agency-Office of Ed. (DHEW). Wash., D.C. Div. of Comprehensive and Vocational Ed. 67 199P.

ED 026 849
Inventory Systems Laboratory, Final Report. Maddor. Johns Hopkins Univ. Baltimore, MD. Spons. AG-Office of Education (DHEW) Wash., D.C. Bureau of Research. Bureau No. Br-7-C-015. Jan. 68 136P. Contract-OEC-070015-3111.

ED 027 383
Pilot Training Project for Teachers of Distribution and Marketing. Focusing on Responsibilities For Career Development, Tennyson. Meyer. Minn. Univ., Minneapolis. Coll. of Educ. Spons. AG-Minn. State Dept. of Educ., St. Paul. 15 Dec 67 95P.

ED 027 428
Survey to Determine Appropriate Occupational Programs in The Field of Distribution and Marketing at Various Levels of Education Etc., Peck. Denman. Washington Univ., Etc. Spons Ag.-Off. of Ed., Etc. Jan 68 403P.

ED 027 429
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School Mt. Miguel High School

School Address 1800 Sweetwater Road

Submitted By Martha Morris

City/State/Zip Spring Valley, CA 92077

Author Martha Morris

School Phone 714 463-5551 (Area Code)

Position Teacher

SAMPLE ONLY

CLASSIFICATION

	CBEPG*	Comp. No.
___	Common Core	___
___	Office Core	___
___	General Office	___
___	Clerk Typist	___
___	Stenographer	___
X	Accounting Clerk	601
___	Additional Occup.	___
___	Distributive Core	___
___	Distributive Occup.	___

SPECIALTY AREA

___ Administration/Management
___ Promotional Materials
___ Youth Organizations
___ General Topics

TITLE TRACKING DOWN TRIAL BALANCE

ABSTRACT

This unit is to be used in a beginning bookkeeping class with high school students. The unit is designed to assist the student in finding his own errors when his trial balance totals are not even. Answers for post test found on page 127 of Century 21 Accounting. For use after studying Chapter 8 of Century 21 Accounting by Boynton, Swanson, and Forkner, South-Western Publishing Company, 1972. Makes use of transparencies and projector.

DESCRIPTORS

Teacher Resource	Bibliography	LAP	Measurable Obj.	Pretest/Key	Post Test(s)/Key(s)	Text Required	AV Required	Equipment Required
A	B	C	D	E	F	G	H	I
		X		X	X	X	X	

119

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____ Additional Occup.	_____
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____ Distributive Occup.	_____

SPECIALTY AREA

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____ Youth Organizations
____ General Topics

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San Francisco 94132

1) U.S. Office of Education
Department of HEW
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San Francisco 94102

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School

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